



Cow Creek Government Office

Position Description

Position Title: Forest Accounts Coordinator

Department: Forestry

Reports To: Director of Forest Management

FLSA Designation: Non Exempt

POSITION PURPOSE: Under the direct supervision of the Director of Forest Management, the Forest Management Accounts Coordinator works with Forestry staff to compile, enter, analyze and develop reports of financial information associated with forest management and manufacturing activities. This is a Part-time position.

ESSENTIAL FUNCTIONS:

- Develop and maintain the Forestry Department's project planning and expense tracking database.
- Assist with monthly, quarterly and annual financial close process and ensure timely transfer of data to the Finance Department.
- Compile, enter and analyze financial information associated with forest management activities.
- Preparation of monthly financial statements and preparation of monthly reporting packages for Tribal Forest Management Operations.
- Analyze key processes and recommend internal control improvements.
- Assist with design, testing and integration of tract planning system.
- Perform ad hoc projects and analyses.
- Prepare value added analysis and reports for timber management and forest products manufacturing operations.
- Apply principles of accounting theory and use of judgment and other professional skills to determine the appropriate procedures for preparing and maintaining accounting records and reports.
- Process and analyze timber sale scale data, tracking truck tickets and log sales.
- Train and mentor peers.
- Develop and maintain filing systems, including such activities as copying, assembling documents, scanning documents and recording literature.
- Support others in the department when needed.
- Perform other related duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED.
- Bachelor of Science degree in Accounting/Business or Forestry required.
- Minimum 15 years' experience in the Timber industry.
- Knowledge of Logging operations: Timber removal and Lands Management.
- Knowledge of Microsoft applications required, including Word and Excel.
- Understanding of accounting systems and controls, accurate data entry skills, and knowledge of other documentation.
- Knowledge of PowerPoint and GIS software a plus.

- Excellent written and oral communication skills.
- Additional knowledge and skills related to database development a plus. Demonstrated problem solving skills. Strong analytical and mathematical abilities.
- Ability to adjust to quickly changing duties and assignments.
- Ability to work with others as a team player.
- Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier.