

Position Description

Job Title: Timber Accountant
Department: Accounting
Reports to: Timber Accounting Supervisor
Hours/FLSA Status: Full-time/Non-exempt, generally 7:30am – 4:30pm

Summary

This position provides financial analysis and accounting support to Pope Resources and its affiliate companies, with particular emphasis on processing, verifying and analyzing financial data related to our timber operations for internal and external customers. Pope Resources is a publicly traded partnership located in Poulsbo, WA. The successful candidate must be a self-starter that works effectively in a team environment.

Major Job Duties

- Maintain integrity of timber financial data by compiling, processing and analyzing timber revenue and cost of sales within a customized Oracle database application (CT3).
- Prepare of quarterly harvest tax returns.
- Perform customer credit reviews to evaluate and recommend customer credit limits.
- Prepare and distribute weekly accounts receivable exposure updates.
- Reconcile customer payments to log accounting reports and perform adjustments as necessary.
- Interact with customers to collect payment when necessary and research and resolve disputes.
- Create and code contractor payments and respond to contractor inquiries.
- Coordinate with timber operations personnel and logging contractors to research and resolve discrepancies.
- Reconcile and research accounts receivable, retention, and other timber related accounts when balance discrepancies occur utilizing Microsoft Dynamics SL.
- Ad hoc reporting and report analysis as required.
- Maintain flexibility to assist with special projects, as needed.

Skills and Experience Required

- Accounting, treasury or other financial experience preferred. While this is not a traditional accounting position, candidates should have demonstrated ability in processing and analyzing numerical data.
- Strong attention to detail is critical.
- Proficiency using spreadsheets and databases.
- Process improvement and dedication to customer service is essential.
- Identify and solve data integrity and reconciliation issues.
- Excellent verbal and written communication skills are required and ability to communicate effectively with operations personnel.
- Must be able to manage, organize and prioritize competing workloads and duties within specific time schedules and deadlines.
- Knowledge of timber industry terminology, products and pricing is helpful.

If you think you may be a good fit, please email us your resume to jobs@orminc.com
(Subject Line: **Timber Accountant**)

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