



Pope Resources  
A Limited Partnership

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Timber Accountant</b>	<b>STATUS:</b>	<b>Non-exempt</b>
<b>REPORTS TO:</b>	<b>Timber Accounting Manager</b>	<b>FT/PT:</b>	<b>Full-time</b>
<b>DEPARTMENT / AREA:</b>	<b>Accounting</b>	<b>DATE:</b>	<b>September 2017</b>

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### **PURPOSE:**

Provide financial analysis and accounting support to Timber Operations side of the organization. Process, verify and analyze financial data related to timber operations. Throughout all duties, accuracy, timeliness and a commitment to good customer service is essential.

### **ESSENTIAL FUNCTIONS:**

- Maintain integrity of timber financial data by compiling, processing and analyzing timber revenue and cost of sales within log accounting system (CT3). On a daily basis, enter data manually and via upload and resolve any discrepancies independently or with input from forest operations personnel.
- Prepare quarterly harvest tax returns. Gather tax workbooks from tree farms and update system with new acreage and run the tax process. Complete state tax returns for manager review.
- Perform customer credit reviews to evaluate and recommend customer credit limits to Tree Farm Manager's, Timber Accounting Manager, Controller and VP of Timberland Operations.
- Assist with weekly accounts receivable exposure updates.
- Reconcile customer payments to log accounting reports and perform adjustments as necessary. Ensure invoicing is as up to date as possible by the end of each week to facilitate accurate reporting. Interact with Tree Farm Managers regarding discrepancies.
- Interact with customers to collect payments when necessary. Coordinate with timber operations personnel and logging contractors to research and resolve discrepancies.
- Create and code weekly contractor payments; check against contracts and send to Tree Farm for review.
- On a monthly basis, 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.
- Perform other duties as assigned and maintain flexibility to help with special projects as needed.

### **CORE COMPETENCIES / EDUCATION REQUIREMENTS:**

High school diploma with significant experience processing numerical data. Associate's Degree in Accounting preferred.

Minimum of one year of accounting or other financial experience preferred. While not a traditional accounting position, a demonstrated ability in processing and analyzing numerical data and proficiency using spreadsheets and databases required. Ability to identify and solve data integrity and reconciliation issues. Strong attention to detail is critical.

Strong verbal and written communication skills are required and ability to communicate effectively with operations personnel and contractors to provide excellent customer service. Must be able to work independently and function effectively in a team environment.

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 extremely helpful.

**WORK ENVIRONMENT/TRAVEL/PHYSICAL REQUIREMENTS:**

This position operates in a professional office environment routinely using standard office equipment such as computers, telephones, photocopiers, and filing cabinets. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, and crouch. The position requires flexibility and a high comfort level with rapid change and shifting priorities depending on work flow. Occasional travel to attend tree farm meetings, educational timber seminars and team building events.

*Please note this description is not designed to contain a comprehensive listing of requirements of the employee for this position. Duties, responsibilities and expectations may change at any time with or without notice.*

*Pope Resources is an equal opportunity employer*