

We are seeking an organized and detail-oriented Operations Accounting Clerk to join our team. The ideal candidate will support the functions and tasks of the sawmill. This is an on-site position and pay is based off experience.

- Creates BOL and invoice for loads shipped from sites
- Receives logs and loads coming in to site
- Process production runs for site sawmill operations
- Assist Procurement team members
- Create miscellaneous invoicing
- Liaison between site and corporate accounting department
- Scan and attach support documentation
- Perform receptionist duties – greet visitors and answer phone calls, as needed

Qualifications and Skills:

- Associates degree in Accounting preferred
- 1+ year of customer experience
- Previous accounting background preferred
- Problem Solving Skills
- Organizational Ability
- Effective Time Management
- Attention to detail
- Strong communication skills (verbal, written and listening)
- Strong Microsoft Excel skills