

STARKER FORESTS, INC
ACCOUNTING CLERK
JOB DESCRIPTION

- General** This accounting clerk position provides increased support and capacity to the Starker Forests, Inc. accounting and administrative staff. This position is five days a week and 30 hours per week. This employee will be assigned their own responsibilities and be cross-trained in all the aspects of the existing accounting functions. There are no supervisory responsibilities for this position. The administrative staff provides accounting services for many different types of entities. Each administrative employee is trained to cover other positions within the team.
- Family Office** This position will be responsible for the full cycle of accounting functions for several smaller business entities and individual shareholders.
- Cash Receipts** Record cash receipts and take the deposit to the bank on a daily basis. Cash receipts are entered in Sage accounting software. Timber receipts are also entered in a log accounting database, which generates harvest tax reports and calculates logging contractor payments. The accounting clerks are responsible for monitoring cash balances and transferring funds as necessary.
- Accounts Payable** Invoices are approved by various employees or owners and coded for entry in Sage. The accounting staff reviews the approvals, enters the invoices and prints the checks.
- Payroll** Starker Forests, Inc. pays twice a month. Employee time sheets verified and the totals are entered. We use Sage accounting software to generate payroll. Paychecks are created, taxes deposited, and quarterly reports prepared by the accounting staff.
- Receptionist** Our office is open from 7a.m. to 4:30 p.m. The accounting staff is responsible for covering the lunch break when one of the two front office staff is not working. This occurs once or twice a week on an irregular basis. Those duties include answering the phone, taking messages, meeting the public at the front counter, and issuing entry permits to our forestland.
- Log Accounting** The log accounting software tracks the delivery of our logs to the mills and calculates the amount receivable. This data is downloaded from the scaling bureaus and entered manually. It also calculates payments of logging contractors and harvest taxes. The accounting staff checks for accuracy in bureaus, brand numbers, and job numbers.
- General Office Duties** Other duties include filing invoices and payments, some investments filing, tracking and reporting of contributions, and being a notary.

Investment Accounting

This position will download, track, reconcile, and generate reports on marketable securities held by shareholders and all business entities.

EXPECTATIONS

After 30 days of employment the accounting clerk will be able to:

1. Process accounts payable without immediate supervision. This would include coding, entering, and checking invoices. Also printing checks and transferring cash between accounts to cover the checks.
2. Understand the family structure and have a working knowledge of the various entities involved in this organization.
3. Code deposits for entry and prepare the daily deposit.
4. Use Excel to determine the principal/interest allocation for contract payments.

After 60 days of employment the accounting clerk will be able to:

1. Process month end payroll for Cascadia Expeditions LLC.
2. Calculate and make payroll tax deposits.
3. Cover the front desk for lunch.
4. Reconcile all bank accounts.
5. Enter direct deposits for payroll

After 90 days of employment the accounting clerk will be able to:

1. Maintain the charitable contribution database. Enter payments, reconcile to the general ledger, and provide reports to the Philanthropy Commitee as requested.
2. Be able to enter a new employee in the Sage system.
3. Prepare all checks and coupons for quarterly individual tax payments.
4. Be proficient in the relief function on the front desk.

After 180 days of employment the accounting clerk will be able to:

1. Perform all of the basic responsibilities of the position with little supervision.
2. Be able to download scaling bureau data and resolve issues.
3. Produce monthly financial statements.
4. Be able to download transactions, reconcile accounts, and produce investment reports for the shareholders and companies.

After 1 year of employment the accounting clerk will be able to:

1. Perform all the accounting functions without supervision.
2. Be able to perform all log accounting functions for a two week period.
3. Perform Cash Receipts and Accounts Payable functions for Starker Forests, Inc. and reconcile the bank accounts.
4. Be proficient at front desk relief, handling phone calls, and sorting mail.

The expectations listed are intended to give the applicant an idea of the pace of the training. The list is not complete and does not cover all aspects of the job. Any questions regarding the expectations can be discussed during the interview.