

Position Title	Staff Accountant / Credit and Cash
Position Location	Wilsonville, Oregon
Position Description	Staff accountant with a focus on credit and cash in a corporate accounting team setting for a wood products company with multiple U.S. locations.
Position Responsibilities	<ul style="list-style-type: none"> • Conduct credit checks on all customers. • Enforces credit policy and assure adherence to accepted standards. • Resolve credit issue holds with internal sales & shipping team members. • Manage daily cash application of payments made to corporate lockbox and other bank accounts. • Assist in daily and monthly cash reconciliation process. • Review Aging and communicate with customers regarding payments. Prepare and post journal entries. Daily interface entries from Sales Software. Cashbook entries. • Prepare and analyze account reconciliations. • Maintain the Fixed Asset and associated depreciation schedules on the FAS Software System; provide monthly detail to the controllers and accountants for General Journal entries; ensure proper recording of new purchases and disposals. • Understanding of changes in book or tax depreciation accounting and how it effects assets. • Contribute with the accounting team on back up functions and processes. • Document duties for internal controls documentation and process aids to the team.
Position Requirements	<ul style="list-style-type: none"> • Minimum 3 years of Management Accounting experience. • Bachelor’s Degree in Finance, Accounting, or Business Management preferred but not required. • Understanding of accounting principles. • Familiar with general ledgers, chart of accounts, and brokerage statements. • Comprehension of collections and UCC filings. • Knowledge of basic bookkeeping: deposit checks, process payables and payroll • Excellent computer skills, to include knowledge of accounting software programs: Dynamics 365, LumberTrack, Microsoft Office, specifically Word and Excel (heavy use). • Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures. • Excellent written and verbal communications • Strong audit background, problem solving and customer service skills.

Position Title	Staff Accountant / Credit and Cash – Page 2
Salary / Wage	DOE
Resume Closing Date	Open until filled
Send Resume to	Collins Attn: HR 29100 SW Town Center Loop W, Suite 300 Wilsonville, OR 97070 Or email: ACCTCC2019@collinsco.com

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This bulletin reflects a generalization of information and may not reflect all aspects of this position.

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