

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

- 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.
- Prepare intracompany entries, and intercompany receivables and payables.
- 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; insure proper recording of new purchases and disposals.
- 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

- Minimum 3 years of Business Management Accounting experience.
- Bachelor's Degree in Finance, Accounting, or Business Management preferred but not required.
- Understanding of accounting principles and ability to read financial statements.
- 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, especially Word and Excel.
- 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.

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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: SACC2019@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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