



Job Announcement

Job Title:	Log Accountant Possible Trainee	Entity:	CTSY
Reports To:	Log Accountant	Salary:	DOE
FLSA Classification:	Non Exempt	Closing Date:	8/24/18

Summary:

Responsible for accounting functions related to the log inventory system; performs accounting functions and maintains records in compliance established policies and procedures, Tribal, and State requirements; performs duties in a customer service friendly, efficient and profitable manner that promotes superior staff, customer and vendor relations.

Knowledge, Skills, and Abilities (Minimum Qualifications):

- Associates Degree in Accounting or related field.
- Demonstrated knowledge of GAAP regulations and principals.
- Must be computer literate with network knowledge and ability to restore and troubleshoot network problems.
- Strong analytical and reasoning abilities.
- Excellent organizational and communication skills; ability to clearly communicate or present findings and numerical data.
- Must be computer literate with proficiency in Windows based programs.
- Must be proficient using a 10-key calculator.
- Ability to work with mathematical concepts such as fractions and percentages to practical solutions.
- Excellent organizational, communication and interpersonal skills.
- Must have above average communication skills.
- Skill in identifying and resolving administrative problems under pressure conditions.
- Ability to work variable hours including days, evenings, weekends, and holidays.

Physical Demands / Work Environment:

- Manual and finger dexterity as required to perform daily job duties.
- Ability to frequently sit for prolonged periods of time.
- Ability to occasionally lift and/or move up to 35 pounds.
- Ability to occasionally push, pull and reach.

These requirements need to be met to represent knowledge, skill and/or ability to perform job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

DRUG TEST REQUIRED IN ACCORDANCE WITH CTFC POLICY

Submit resumes to: Human Resources, Attn: Human Resources, P.O. Box 140, Nespelem, WA 99155, or to n.runningbear@ctfc.biz or call 509-634-3208 for more information.

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