

Schmidbauer Lumber, Inc.
Eureka, CA
Accounting Assistant

Schmidbauer Lumber has been doing business in the Humboldt Community for over 50 years. Schmidbauer Lumber is a sawmill manufacturing business located in Eureka, CA and is seeking to hire an Accounting Assistant to join the team and support the continued growth of the company.

Duties & Responsibilities:

- 1) Communication
 - a. Ability to identify and address challenges and problem solve.
 - b. Positive attitude.
 - c. Strong verbal and written communication skills.
 - d. Demonstrates an ability to work independently and as part of a team environment.
 - e. Attention to detail to ensure tasks are completed thoroughly and correctly.

- 2) Organizational Skills
 - a. Ability to prioritize, multi-task and meet deadlines.
 - b. Ability to maintain an organized system of records management.
 - c. Managing incoming and outgoing correspondence, including emails, faxes, mail and packages.

- 3) Education and Experience Qualifications:
 - a. Proficient with MS Outlook, Excel and Word.
 - b. Construction or sawmill industry experience preferred, not required.

Position Responsibilities:

- 1} Accounts Receivable - Ensure customers are properly invoiced.
- 2} Log Accounting - Daily reconciliation of log receipts and contract application.
- 3} Accounts Payable - Support the accounts payable department, including obtaining approval, confirmation of receipt, and entry.
- 4) Various other administrative tasks, including supplies oversight and record retention management.

Compensation: \$20.00 - \$24.00/hour; depending on experience.