



## **Staff Accountant, Willamette Falls Paper Company**

Willamette Falls Paper Company is a locally owned paper mill in West Linn, OR. We have a collaborative culture where each employee is a critical part of a team that steps up to accomplish great things. Our focus is on utilizing sustainable non-wood fiber to produce eco-friendly paper.

The Senior Accountant is a vital position on the accounting team at Willamette Falls Paper Company. Of utmost importance in this role is a demonstrated ability to be self-directed in prioritizing important tasks while working with limited oversight, as well as acting in a fiduciary capacity to safeguard company assets and treat them in the company's best interest at all times. Critical skills for this position include solid experience with GAAP accounting principles, clear communications, being a team player, maintaining confidentiality, detail-oriented, and acting with the highest degree of integrity.

### **Key Required Skills for this Position Include:**

- Experience with accounts receivable, accounts payable, general ledger
- Demonstrated experience and knowledge of generally accepted accounting principles and accruals
- Sound background and experience with Microsoft Office and Excel
- Microsoft Dynamics experience a plus
- High degree of accuracy and attention to detail

### **Responsibilities, Duties and Expectations:**

- Perform accounting functions necessary to achieve an accurate and timely general ledger month-end close
- Facilitate physical inventory count at month-end
- Prepare account reconciliations and perform analysis of financial results to provide meaning to financial activity and variances
- Maintain daily cash-flow report
- Assist with financial audits
- Prepare month-end financials for review by management

### **Additional Qualifications:**

- Mfg./paper industry experience a plus
- 1-3 years previous related work experience in general accounting
- Must be proficient in all Microsoft Office programs
- Ability to multi-task and prioritize in a fast-paced environment

- Solid judgment skills and ability to work independently
- Organized and excellent follow-through a must; detail-oriented and deadline driven
- Proactive, self-motivated, takes initiative and ability to work with little supervision
- Team player with a positive attitude; flexible to adapt to changing needs/priorities
- Ability to assist in developing accounting procedures and processes

**Additional Details:**

We offer a competitive salary and a benefit package that includes Medical, Dental, Vision, Life Insurance, Short and Long-Term Disability, 401K match, generous PTO and more.

**To Apply:**

Please forward a resume and cover letter to: [HumanResources@wfpaperco.com](mailto:HumanResources@wfpaperco.com)

**Learn more about Willamette Falls Paper Company:**

<https://wfpaperco.com>