

Schmidbauer Lumber, Inc.
Eureka, CA
Accounting Assistant

Schmidbauer Lumber is a lumber producer who has contributed to the development of strong communities for more than 50 years. Our sawmill operation, located in Eureka, California, is one of four facilities in Northern California, employing over 400 employees in aggregate.

Job Goal:

Schmidbauer Lumber is seeking to hire a full-time Accounting Assistant to contribute to our collaborative work environment that gives employees the opportunity to succeed in a variety of areas.

Qualifications:

- The ideal candidate will have a passionate interest in learning and improving systems.
- Strong organizational skills with attention to detail.
- Demonstrates ability to prioritize, multi-task and meet deadlines.
- Ability to identify and address challenges and problem-solve.
- Takes ownership of responsibilities.
- Basic math skills required.
- Proficient with Outlook, Excel and Word.

Responsibilities:

- Work collaboratively with the team to learn and successfully meet deadlines for a variety of clear and consistent tasks and projects.
- Assist the Log Accounting process through review and reconciliation of daily log data.
- Assist the Accounts Payable process with processing invoices and issuing payments.
- Calculate, process and report semi-monthly timecard and payroll data.
- Support recordkeeping and filing of employee benefit enrollments and personnel file components.

The general wage range for this position is \$22 to \$26 per hour.

Schmidbauer offers a comprehensive benefits package, including medical, dental and vision coverage, life insurance, paid time-off, 401(k) plan with guaranteed match and discretionary additional contributions.

Apply at <https://www.schmidbauerlumber.com/job-opportunities/> or in person at 1099 W. Waterfront Dr., Eureka California or by USPS at PO Box 152, Eureka CA 95501

Resumes can be submitted to hr@schmidbauerlumber.com