



Empire State Forest Products Association

The people behind New York's healthy forests and quality wood products
www.esfpa.org

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Staff Accountant /Office Assistant

The Empire State Forest Products Association (ESFPA) is the trade association for the wood products industry in New York State with offices located in Rensselaer, NY. ESFPA has two affiliate companies New York Logger Training Inc. (NYLT) and the Empire State Forestry Foundation of which some office and accounting duties apply as well. We are seeking to hire a Staff Accountant/Office Assistant. The position is multifaceted and suited to a detailed oriented person with good phone and typing skills and a working knowledge of Windows 365, Excel, PowerPoint, and Word.

The Staff Accountant portion requires a 2-year associates degree in Accounting ideally with 2-3 years' experience. Accrual based accounting is practiced using Quick Books Pro (desktop). Duties include General Ledger, A/P, Billing and A/R, monthly bank reconciliations, monthly financial reports and payroll which is processed through an outside company. Assist our outside accounting firm to compile annual tax information for all three companies.

The Office Assistant portion of the job requires answering phones, handling mail, filing, maintaining company databases, maintain and order office supplies, arrange equipment maintenance and repairs as needed, produce spreadsheets using Excel and correspondence using Word. This position requires interaction with the logging community during the spring and fall training seasons to maintain the logger's New York Logger Training records on the NYLT database and to register people for training classes during the spring and fall training sessions.

Light maintenance of building requiring some cleaning, vacuuming and some lifting (20# -25#).

The position is hourly paid and averages 30 hours per week depending on the time of the year. Benefits include SIMPLE IRA, paid holidays, 40 hours paid sick leave, and one-week paid vacation after one year and 2 weeks paid vacation after 2 years.

For more information email jbartow@esfpa.org or see our posting at www.ESFPA.org