



Clackamas River Basin Council

P.O. Box 1869 • Clackamas, OR 97015 • www.clackamasriver.org • Email: info@clackamasriver.org
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Fiscal and Administrative Specialist

August 2019

Organizational Description and Location

The Clackamas River Basin Council (CRBC), is a 501(c)(3) non-profit organization, working to *foster partnerships for clean water and to improve fish and wildlife habitat and the quality of life for those who live, work and recreate in the watershed*. CRBC is led by a Board of Directors representing 21 diverse stakeholder groups. We work collaboratively with many passionate and dedicated partner organizations, landowners and volunteers to achieve our mission. The Council's annual operating budget is approximately \$1m. Our offices are located in Gladstone, Oregon, just minutes from the confluence of the Clackamas and Willamette Rivers, and less than 15 miles from downtown Portland.

Position Summary

The Fiscal and Administrative Assistant will work closely with the Executive Director, staff, and Board of Directors to design, oversee and implement systems to ensure effective management of finances, human resources, office operations, regulatory compliance and organizational development. The position is a full time, non-exempt position. The position is integral to the day-to-day functioning and smooth operation of the Council. Candidates are encouraged to apply who have strong office, fiscal management and bookkeeping skills, the ability to work independently as well as part of a team, ability to communicate effectively with CRBC staff, board, volunteers and partners and exceptional customer service skills.

Supervision

The Fiscal and Administrative Assistant reports directly to the Executive Director.

Financial Oversight and Non-profit Accounting

- Generate, track and submit timely financial reports for federal, state, county and private funding, including grants and donations
- Maintain financial records for bank accounts and prepare monthly reconciliations
- Using QuickBooks, complete transactions: payroll, receivables, payables, transfers
- Prepare monthly financial statements including statement of activities, statement of financial position, budget vs. actual, grant status reports (terms, total awarded, amounts remaining)
- Track expenditures by grant and generate financial reports and payment request to grantors
- Prepare documents for annual fiscal year tax preparation and financial review
- Staff support to Board of Directors Finance Committee
- Assist Executive Director and Board in developing annual budgets
- Provide financial and administrative support for programs
- Maintain internal controls
- Other financial duties as assigned

Capacity Building and Office Administration

- Support and maintain complete and accurate grant files including applications, agreements, scheduled activities and accomplishments
- Respond to information requests and distribute information

- Maintain office equipment and service contracts: point of contact for information technology (IT) support, equipment lease arrangements, maintain office supply inventory, manage record retention retrieval and disposal consistent with policies, etc.
- Maintain and update policies and procedures documentation
- Oversee server backups and file archives
- Provide office reception, respond to telephone calls, public and business contacts, receive and process mail and emails
- Assist in preparing annual work plan and annual reporting and participate in strategic planning activities that includes ongoing program development with staff and volunteer leaders
- Assist in coordinating Board, program and staff meetings including reserve meeting rooms, develop annual schedules, distribute meeting packets, arrange catering services, take meeting minutes
- Assist Executive Director and staff in identifying and pursuing new funding opportunities
- Assist in maintaining data bases for customers, donors, volunteers and partners
- Assist in preparing fundraiser mailings, donor acknowledgements and thank you notes to donors and others
- Assist in planning and implementing special events
- Other responsibilities as assigned

Qualifications & Characteristics Desired:

- Experience with grant funding and contract administration
- Knowledge and proficiency in QuickBooks, preference for QuickBooks Premier including Non-Profit Edition
- 3+ years of full-charge bookkeeping or small business management
- Proven knowledge of standard accounting procedures and reporting
- Post-secondary training in accounting/bookkeeping and non-profit accounting principles, accounting degree beneficial
- Computer proficiency in Microsoft Office & Google programs, including MS Word, and MS Excel, as well as G-Suite
- Proven ability to work successfully in a team setting
- Proficiency in written and oral communications
- Self-directed, organized, detail-oriented with high level of accuracy in accounting duties
- Effective time management
- Experience working in non-profit organizations
- Valid driver's license with acceptable record (mileage reimbursed for job-related travel)
- Ability to pass a pre-employment drug screening

Compensation:

\$18.00 - \$27.00 hourly rate

TO APPLY

Email submission preferred, email cover letter and resume to Cheryl@clackamasriver.org; via USPS: Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015, ATTN: Cheryl McGinnis

Open until filled, candidate review will begin August 30, 2019

Please, no phone calls regarding this position. Finalists will be notified for an interview.