



Clackamas River Basin Council

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Accounting and Office Administration Specialist

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 local agencies, organizations, landowners and volunteers to implement the Oregon Plan for Salmon and Watersheds. The Council's annual operating budget is approximately \$1.5m. 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 accounting and office administration specialist position is a full-time, non-exempt position with the Clackamas River Basin Council. In this position, you will contribute to our successful team efforts and assist the Executive Director in managing business operations including but not limited to entering accounting transactions, tracking grant income and expenses, payroll entries, providing year-end reports to Certified Public Accountant who prepares federal and state tax returns, preparing meeting packets for committees and Board volunteer leadership, and maintaining office equipment and supply inventories.

Supervision

The Accounting and Office Administration Specialist reports directly to the CRBC Executive Director.

Duties and Responsibilities

Non-profit Accounting

- Using QuickBooks:
 - Process Accounts Payable and Receivable
 - Payroll management support; reconcile payroll in QuickBooks based reports from payroll service contractor
 - Create/prepare/distribute monthly financial reports
 - Ensure accuracy of accounting records
 - Reconcile bank statements
- Track billable hours and expenses by funding source and in-kind donations
- Track expenditures by funding source and generate financial reports and payment requests to grantors
- Submit timely financial reports for federal, state, county and private funding (e.g., grants and donations)
- Assist in developing annual and project budgets
- Provide staff support to the Board of Directors' Finance Committee
- Prepare documents for annual fiscal year tax preparation and CPA financial review
- Maintain internal accounting controls
- Other financial duties as assigned

Office Management

- Maintain office equipment and service contracts: serve as point of contact for information technology (IT) support, equipment lease arrangements, supply orders, record retention

retrieval and disposal consistent with policies, etc.

- Complete server backups and archive files
- Maintain and update policies and procedures documentation
- Provide office reception: respond to telephone calls, public and business contacts, receive and process mail and emails
- Respond to information requests and distribute information
- Assist in coordinating Board, program and staff meetings including reserve meeting rooms, develop annual schedules, distribute meeting packets, arrange catering services, take meeting minutes

Program Support

- Provide financial support for CRBC programs
- Organize and distribute meeting materials as may be needed
- Assist in maintaining data base for customers, donors, volunteers and partners
- Assist in preparing fundraiser mailings and donor acknowledgements
- Assist in implementing special events
- Other responsibilities as assigned

Qualifications & Characteristics Desired

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We welcome applicants who bring a diversity of identity, culture, experience, perspective, and thought. We encourage you to apply, even if you do not believe you meet every one of the qualifications described. You are encouraged to address how your professional and lived experience, scholarship, teaching, mentorship and/or service will contribute to the position and the Clackamas River Basin Council.

- Knowledge and proficiency in QuickBooks including Non-Profit Edition
- Post-secondary training in accounting/bookkeeping and non-profit accounting principles, accounting degree beneficial
- 3+ years of full-charge bookkeeping or small business management required
- Knowledge of standard accounting procedures and reporting
- Experience with grant funding and contract administration
- Computer software proficiency with Microsoft Office programs
- Ability to work and communicate (verbal & written) effectively
- Self-directed, organized, detail-oriented with high level of accuracy in accounting duties
- Effective time management
- Experience working in non-profit organizations

Compensation:

\$19.80 - \$29.95 hourly rate, non-exempt position; opportunity for a flex schedule with combination of remote and in-office following orientation period.

TO APPLY

Email your resume with cover letter including overview of your experience using QuickBooks for a tax-exempt organization to track restricted grant and/or donation income and any experience you may have with payroll.

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

Applicant review will begin 3/4/24. Reviews will continue until the position is filled
Please, no phone calls regarding this position. Finalists will be notified for an interview.