About Oregon Wild
Oregon Wild is a non-profit organization with a mission to protect and restore Oregon's wildlands, wildlife, and waters as an enduring legacy for future generations.

Founded in 1974, Oregon Wild’s victories include safeguarding over 1.8 million acres of Wilderness and 1,800 miles of Wild & Scenic Rivers through federal legislation, protecting hundreds of thousands of acres of old-growth forests, and the preservation and recovery of numerous endangered species, from coho salmon to gray wolves. Oregon Wild enjoys a national reputation as a groundbreaking organization that is both highly strategic and effective, with strong policy expertise. Oregon Wild is consistently included in Oregon Business magazine’s “100 Best Nonprofits to Work For in Oregon” list, based on survey results from our staff.

Commitment to Equity
Oregon Wild is committed to building a more equitable, diverse, and inclusive organization and society, and we are actively recruiting and encouraging applicants from a broad range of backgrounds and communities to apply for this position. We recognize that important voices have been missing from the environmental movement for far too long and the need to create a more welcoming environment at Oregon Wild and in the conservation community. Our organization believes that by embracing, respecting, and valuing individuals regardless of their race, sex, sexual orientation,
religion, national origin, ancestry or any other factor, we can become a stronger, more effective defender of Oregon’s wildlands, wildlife, and waters. Read more about our organizational values here: www.oregonwild.org/values

**General Position Summary**

The Finance and Administration Manager serves as the primary financial officer of the organization and leads human resources support systems. Key roles include: managing all accounting and payroll; ensuring that Oregon Wild is in compliance with applicable federal and state laws and reporting requirements; working with the Executive Director to ensure proper financial controls are in place and that the board of directors has adequate information to perform their fiscal oversight role; managing the Oregon Wild Portland office building; and leading hiring, onboarding, and benefit processes for staff. This is a less-than-full-time role with flexible work hours that vary throughout the year. The Finance and Administration Manager reports to the Executive Director. The FY 2021-22 fiscal year budget is $1,541,000, and our team of 15 is expected to grow significantly during 2022. This position will play a key role in upholding best financial and workplace practices amidst that growth.

**Qualifications**

The successful candidate will have several years of experience as a controller or financial manager and have the following professional characteristics:

- Business or accounting-related degree or similar demonstrated work experience
- The ability to self-manage toward specific results and deadlines
- Excellent organizational skills demonstrated by ability to simultaneously manage multiple projects to completion while achieving accuracy and meeting goals
- Team-oriented and proactive in problem solving, improving systems, and implementing new ideas
- Demonstrated ability to act with integrity, professionalism, and confidentiality
- Skilled in QuickBooks accounting software or other accounting software, including accounting transactions, general ledger management, and software upgrades
● Strong Microsoft Excel skills
● Experience managing vendors/contractors
● A deep commitment to the mission of Oregon Wild
● At least one year of human resource management experience

Physical Requirements: Prolonged periods of sitting at a desk and working on a computer; must be able to lift 15 pounds at times and navigate the Portland office.

Essential Functions/Major Responsibilities

Finance and Accounting
● Accounts payable: Process all monthly payables and organization expenses. Maintain a functional cost-allocation system.
● Accounts Receivable: Process and reconcile all donor reports from development staff. Reconcile general ledger revenue to donor database.
● Financial Reporting: Create monthly journal entries for depreciation, prepaid expenses, investments, bank charges, payroll, taxes and benefits, and shared expenses in preparation for monthly financial statements. Produce monthly financial reports and dashboard of financial position, including projections as needed.
● Monthly Account Reconciliation: On a monthly basis, reconcile balance sheet accounts, including bank and investment accounts and payroll liabilities.
● Maintain adequate tracking to ensure that all restricted and designated funds are spent according to the directions of the donors and the Board of Directors.
● Maintain complete and well-organized financial records and supervise the destruction of old digital and hard-copy records that are no longer required to be held.
● Maintain the accounting system for Oregon Wild according to GAAP and other applicable accounting standards; update the accounting Policies & Procedures Manual accordingly.
• Annual Budget: Assist in preparation and monitoring of annual budget with direction from Executive Director and Board Finance Committee.

• With the Executive Director and outside investment advisor, manage two investment funds (Strategic Projects & Reserve Fund and Jim Baker Endowment) according to investment policies.

Finance Committee and Oversight

• Coordinate monthly meetings of the Finance Committee, including annual work plan and agenda.

• Report on finances and investments to Board as requested by the Finance Committee.

Annual Audit

• Manage the annual audit and act as liaison between the auditors and the Finance/Audit Committee.

• Audit Preparation: Prepare records for the auditors and ensure that Oregon Wild receives a “clean” audit report each fiscal year.

• Coordinate audit discovery and review with audit team. Facilitate draft and final reports.

Taxes & Compliance

• Prepare the annual IRS 990 and Oregon CT-12 for Oregon Wild and affiliated 501(c)(4) organization.

• Ensure that Oregon Wild is in compliance with IRS, state, and other regulations concerning nonprofit corporations, including exempt status, lobbying, record-keeping, and reporting to government agencies.

People, Payroll, and Benefits

• Payroll: Prepare and submit monthly payroll information to payroll service.

• Annual Reviews: Lead organizational implementation of annual performance evaluations – ensuring supervisors conduct reviews consistently and on time.
• Keep organizational compensation policy up to date through periodic review of benchmark data and pay equity assessments.

• Personnel Policy: Ensure that personnel procedures, practices, records, and employee benefits are current and in compliance with state and federal regulations and Oregon Wild policies.

• Hiring Processes: Lead employee recruitment and hiring processes, onboarding, and orientation to timesheets and personnel policies. Manage new employee benefit enrollment. Manage employee access to pro deals and other perks. Oversee human resource records including leave accruals and usage. Coordinate the account, equipment, credit card, etc. setup for new employees.

• 403b Plan: Act as plan administrator for 403(b) retirement plan, including Vanguard participant accounts and initiate deposits of monthly compensation deferrals. File required forms 5500 for IRS and DOL and ensure internal compliance.

• Overall: Champion equity, diversity, inclusion, professional development, and employee recognition and growth in all administrative activities. Serve as a member of the JEDI Committee.

Administration and Building Management:

• Manage all contracts and service relationships for Portland office (owned by Oregon Wild) including HVAC maintenance, security system, landscaping, etc.

• Manage office systems and evaluate/lead potential improvements.

• Provide oversight of insurance policies and ensure that the organization protects the health and safety of employees and visitors and protects the assets owned or leased by the organization.

Salary and Benefits:

This is an exempt position based in Portland and requires 20-30 hours/week with a flexible work schedule that will fluctuate with the financial calendar. With the COVID-19 pandemic ongoing, Oregon Wild has adapted our work practices and provided extensive work-from-home flexibility. Some aspects of this role require time spent in the
Oregon Wild Portland office, where safety policies are in place as recommended by the CDC and Oregon Health Department.

The salary range for this position is $40,000 - $47,500 per year. Benefits include paid medical, dental, vision, alternative care, and life insurance; 403(b) retirement plan option; and generous vacation and other paid time off including 10 paid holidays, an initial four weeks of vacation that increases with tenure, and sabbatical eligibility after five years.

To Apply:
Please fill out the form linked below with your name and other information and then separately submit a cover letter and resume consolidated into a single PDF or Word document to Executive Director Sean Stevens at ss@oregonwild.org. Review of completed applications will begin on February 23 and continue until the position is filled.

Form: https://forms.gle/cpUB452QSdywJEJx9