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Portland Eugene Bend Enterprise

Finance and Administration Coordinator- Job Description

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 nearly 1.8 million acres of Wilderness and 2,200 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 pioneering organization that is both highly strategic and effective, with strong policy expertise.

Commitment to Equity, Diversity, and Inclusion:

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. Important voices have been missing from the environmental movement for far too long, and building a stronger, more just, and more inclusive community starts by creating a more welcoming environment within Oregon and Oregon Wild. Our organization believes that by embracing, respecting, and valuing individuals regardless of their race, sex, sexual orientation, religion, national origin, or ancestry, we can become a stronger, more effective defender of Oregon's wildlands, wildlife, and waters. [Read more about our organizational values here.](#)

General Position Summary:

The Finance and Administration Coordinator provides accounting and administrative support to the administrative team at Oregon Wild. Under the supervision of the Finance, HR and Administration Director, the Finance and Administration Coordinator works within the Finance Department in key accounting and administrative processes. The Finance and Administration Coordinator also provides administrative support to the Executive Director and Board of Directors and may assist other departments with administrative needs and organizational events.

The ideal individual for this role is passionate about Oregon Wild's mission and will have a strong ability to work both collaboratively in a team and individually to support organizational finance/accounting and administrative functions. A minimum of two years of professional experience in business or non-profit finance/ accounting processes is required. Experience with QuickBooks or other accounting software is preferred. Experience with Microsoft Office Suite including Word and Excel is required.

This job is .75FTE at 30 hours per week, and is hybrid in-office/remote work, based at the Oregon Wild Portland office. Minimum time on site at the Portland office is required. Occasional evening or weekend work may be required.

Position Responsibilities

Finance/Accounting (75%)

- Key position responsible for Accounts Payable including: processing invoices, employee reimbursements and check requests, processing contractor payments
- Key position responsible for monthly employee credit card expenses tracking and QuickBooks entries
- Assist with Accounts Receivable including QuickBooks entries and invoicing
- Assist with monthly journal entries
- Assist with annual Audit preparation and annual onsite Audit
- Assist with contractor W-9 tracking and annual 1099 filings
- Assist with maintaining accurate and complete electronic and paper accounting files
- Other accounting duties as assigned

Finance/Administration (5%)

- Track monthly timesheet submissions
- Update monthly employee leave balance reports
- Assist the Finance, HR and Administration Director for Portland office building repair and maintenance contractor onsite visits
- Assist the Finance, HR and Administration Director for Portland office building supplies and staff office supplies tracking and purchase needs
- Other administrative duties as assigned

Executive Director Administrative Support (20%)

- Provide support for arranging bi-monthly Board meetings including: conducting meeting polls to establish meeting dates, locating and arranging meeting venues, locating and arranging other Board meeting needs such as food and technology

- Provide administrative support to the Board of Directors including updating and maintaining board files, communications support and other administrative support as needed
- Provide administrative support to the Executive Director as needed including document support, scheduling support, meeting support, communications support and other administrative needs as assigned.
- Provide general organizational administrative support as assigned by the Executive Director
- Other administrative duties as assigned

Qualifications

- A passion for protecting and restoring Oregon's wildlands, wildlife, and waters.
- A minimum of two years of professional experience in business or non-profit finance/ accounting processes is required
- Experience with QuickBooks or other accounting software is preferred
- Clear written and spoken communication skills are required
- The ability to perform accurate and complete work is required
- The ability to work positively within a team including a collaborative mindset and the ability to work through issues productively is required
- The ability to successfully manage multiple responsibilities and multiple deadlines is required
- Strong computer skills, especially in Microsoft Office Suite, particularly Excel and Word are required. Experience with Google Workspace is a plus.

Salary and Benefits:

This is an exempt .75 full-time at 30 hours per week, based in Portland with a salary range of \$45,000-\$47,250 annual at 30 hours per week (\$28.85 - \$30.29 per hour) Benefits include monthly phone and technology reimbursement; fully paid medical, dental, vision, alternative care, and life insurance; optional Health FSA and Dependent Care FSA; optional disability insurance; 403(b) retirement plan option with organizational match; and generous vacation and other paid time off including 11 paid holidays, two weeks of administrative leave time and an initial two weeks of vacation that increases with tenure, and sabbatical eligibility after five years. This position will report to the Finance, HR and Administration Director. Attendance at Tuesday morning all staff meetings is required. Occasional evening and weekend hours may be required. Oregon Wild has a hybrid work schedule, with the opportunity to work remotely.

To Apply: Please fill out this [linked form](#) and separately submit a cover letter and resume consolidated into a single PDF or Word document to financejob@oregonwild.org. Review of completed applications will begin on **August 20, 2026** and continue until the position is filled.