

Johnson Creek Watershed Council



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JOB ANNOUNCEMENT

Title: Office Coordinator / Book-keeper
Reports to: Executive Director
Status: Regular, half-time, non-exempt position
Starting Salary: \$15.35 - \$17.24 hourly, dependent on qualifications
Benefits: Health insurance and dental, paid vacation and sick leave

BACKGROUND

The Johnson Creek Watershed Council is seeking an Office Coordinator / Book-keeper to perform a variety of administrative functions and handle many aspects of the Council's operations. The Johnson Creek Watershed Council is one of the strongest watershed councils in the state, consistently receiving an "excellent" rating from the Oregon Watershed Enhancement Board. The Office Coordinator / Book-keeper will have the opportunity to work in a team environment with a talented staff, an active board, and a diverse group of volunteers to protect and restore one of the most densely populated watersheds in the state of Oregon.

The Johnson Creek Watershed is located on the east side of the greater Portland metropolitan region. Johnson Creek originates in Clackamas County and flows westward 26 miles to its confluence with the Willamette River in the City of Milwaukie. It provides habitat for endangered coho and chinook salmon, steelhead, and cutthroat trout. The watershed encompasses approximately 34,000 acres or about 54 square miles. The drainage basin includes several jurisdictions including Portland, Milwaukie, Happy Valley, Damascus, Gresham, Multnomah and Clackamas Counties, the Clackamas Soil and Water Conservation District and the East Multnomah Soil and Water Conservation District.

The Council's offices are located in Milwaukie, near the southern edge of Portland's Sellwood neighborhood. The staff currently consists of full-time positions of an Executive Director, a Restoration Coordinator, and a Volunteer / Outreach Coordinator, and part-time positions of an Education and Research Associate and an Outreach Associate. The Office Coordinator / Book-keeper will work with all staff members, most closely with the Executive Director.

Position Description:

The Office Coordinator / Book-keeper will perform a wide variety of administrative tasks related to book-keeping and fiscal administration, office management, record-keeping, grant administration, board and committee support, and fundraising operations, including database management and fundraising campaign management.

He or she will serve as coordinator and primary point of contact for contracted facilities and IT management services. To the extent, the candidate has IT and facilities management skills, he or she may perform these services in-house.

Areas of responsibility:

Inspiring and facilitating community investment in the Johnson Creek Watershed for the protection and enhancement of its natural resources.

1) Office management

- a. General file-keeping and records management;
- b. General correspondence, i.e. insurance renewal, vehicle registration;
- c. Coordinate IT services;
- d. Coordinate facilities and Council vehicle maintenance;
- e. Purchase and organize office supplies;
- f. Collect and organize bi-weekly time sheets, and ensure staff hours are tracked according to project / program and funding source;
- g. Coordinate weekly staff chores;
- h. Organize resource library;
- i. Schedule board room.

2) Book-keeping – Experience with non-profit book-keeping required.

- a. Maintain and report general ledger, accounts payable, accounts receivable, fixed assets, and cash flow forecast;
- b. Prepare monthly financials statements for Executive Director's and Board of Directors' review;
- c. Coordinate and assist with the annual audit as needed. Annual audit is completed by external CPA firm.
- d. Assist Executive Director with annual budget preparation and reporting.

3) Grant administration

- a. Manage grant correspondence and maintain clear and transparent grant records (award letters, contracts, budget amendments, disbursements, supporting invoices etc.)
- b. With Executive Director, ensure compliance with all grant requirements;
- c. Maintain grant calendar of application deadlines, closing dates, reporting and reimbursement schedules, and coordinate schedules and deadlines with other staff.
- d. Track and report budget-to-actuals for individual grants;
- e. Complete reimbursement requests, including compiling necessary supporting documentation;
- f. Track and compile financial information for grant reports, including cash and in-kind match, and assist with other reporting requirements as needed;
- g. Assist with budget development for grant applications, and budget amendments for existing grants, and compile other application data as needed.

4) Fundraising operations

- a. Donor database management and reporting – maintain mailing list, data entry, tracking and reporting campaigns, donations, new donors, and prospects;
- b. Fundraising campaign management – updating call scripts, creating mailing / call lists, tracking donations, coordinating thank you phone calls, and sending thank you letters;
- c. Fundraising event registration and payment tracking;
- d. Corporate sponsor benefits tracking
- e. Payment processing (online donations, credit card donations)

5) Board / committees

- a. Prepare board packets and organize dinners for monthly board meetings;
- b. Take board meeting minutes, and work with Board Secretary to edit and distribute

6) Other roles

- a. Participation in weekly staff meetings and annual strategic and work planning

- b. Administrative and logistical support on events planning and production and media outreach as time allows.
- c. Other tasks and responsibilities as assigned

Desired Qualifications / Attributes

1. At least two years related experience with non-profit book-keeping experience required;
2. Efficient, organized, and detail-oriented with excellent professional skills, including work planning and time management;
3. Ability to work closely and effectively with staff and board in a team environment;
4. Proficient with Microsoft Office suite with skills in database management (experience with Salesforce donor management software a plus);
5. Knowledge and skills in IT and facilities management desired;
6. A high level of integrity and a sense of humor.

To Apply

Send a resume, detailed cover letter and three references to Matt Clark (matt@jwcw.org) by **Friday, August 27, 2010.**

Johnson Creek Watershed Council
Attn: Matt Clark
1900 SE Milport Road, Suite B
Milwaukie, OR 97222

Email is preferred. If you include attachments, please only use PDF or Microsoft Word format.