

## Operations Manager

**Application Deadline:** November 17, 2023

**Location:** Springfield, OR

**Reports to:** Executive Director

**Status:** Hourly, non-exempt position (0.7 FTE, ~28 hrs/week)

**Pay:** \$22-24/hour

**Benefits:** Health insurance plan (including medical and dental), paid time off, 10 paid Floating Holidays, & 403(b) retirement plan company contribution after 1 year

**Desired Start Date:** January 16, 2024

### **Our Commitment to Diversity, Equity, and Inclusion**

*We believe that diversity, equity and inclusion (DEI) is essential to the success of the Middle Fork Willamette Watershed Council. We recognize that we are working within an inherited system built and founded on colonization and systemic racism. This system does not benefit everyone equally, so we are committed to doing the work of DEI every day. We strive to build relationships and understanding by connecting to communities, which include Indigenous peoples, People of Color, and different socio-economic groups. We believe that these relationships will build co-created values, beliefs, ideas, & leadership that will help the watershed & communities become more resilient and able to adapt to changing environments.*

### **Position Summary**

The Middle Fork Willamette Watershed Council (MFWWC) Operations Manager is a leadership position responsible for utilizing accrual-based accounting to manage the MFWWC's financial transactions and associated documentation and for implementing and maintaining the organization's processes and practices. As the lead fiscal staff, the Operations Manager manages all facets of record keeping, financial reporting and systems in an efficient, accessible, and auditable and accountable format consistent with generally accepted accounting principles for non-profit organizations. The Operations Manager works with the Executive Director and other staff to build, maintain, and improve organizational efficiencies and products across all programs related to fiscal and non-profit management including proposal budget review, office organization and supplies, and technical support. The Operations Manager may provide administrative support including: contracts and grant agreements, insurance, employee handbook and organizational policies. Additionally, the Operations Manager may also work closely with the Executive Director (ED) and Board of Directors in critical, high-level strategizing, planning, and budgeting.

### **Primary Duties and Responsibilities**

- Manage and maintain all the Council's financial transactions in QuickBooks Non-Profit Premier;
- Process payroll using QuickBooks, including payroll tax and benefit payments, and create and submit payroll summary reports;
- Perform recurring bookkeeping functions including A/P, A/R, process checks for signature, maintain register, banking, journal entries, etc;
- Track and maintain institutional and grant budgets, monitor reporting deadlines, prepare and submit fund requests, manage cash flow, develop financial reports and supporting documentation;
- Reconcile all accounts monthly and provide reconciliation reports to the ED and Treasurer;
- Create monthly, quarterly, and year-end reports as requested;

- Oversee organization's compliance with internal fiscal policy and procedures. Recommend changes to strengthen internal fiscal controls.
- Assist and support Executive Director in preparing the annual operational budget;
- Track and record donations and gifts;
- Ensure the timely production and submission of necessary Federal and State financial forms and reports including 990, 1099s, Federally Negotiated Indirect Cost Rate, 941, W-2, CT-12, etc.;
- Prepare correspondence to partners and agencies as requested;
- Organize records for audits/financial reviews and work closely with CPA/reviewer;
- Assist the Executive Director in strategizing, forecasting expenditures, developing bylaws, policies and procedures, and with Board relations;
- Assist Executive Director with onboarding/off-boarding staff including benefits administration, paperwork, handling confidential and sensitive information and documents;
- Assist Executive Director with office operations including organizing and maintaining office files, records, equipment, computer hardware and software, IT needs, and supplies. Answer phones.
- Maintain all business registries with State and Federal agencies; manage organizational accounts and subscriptions, including software licenses;
- Attend occasional meetings or events, which may occur on evenings or weekends; perform errands and/or order supplies as necessary to maintain office function;

### **General Qualifications**

A candidate with a firm grasp of non-profit operations, including fiscal administration and non-profit management duties. The ability to flexibly work across programs to assist other staff, contractors, and volunteers fulfill the organization's strategic mission. An interest in enhancing and protecting the ecological integrity and economic stability of the Middle Fork Willamette watershed is preferred.

### **Minimum Qualifications**

- *Demonstrated experience with bookkeeping, contract administration and payroll;*
- *Experience working for non-profits and managing organizational or program operations;*
- *Demonstrated proficiency with QuickBooks, Microsoft Office, Excel, and Adobe PDF;*
- *Professional training or life experience in diversity, equity, and inclusion. Demonstrated experience with and commitment to working with individuals from diverse backgrounds;*
- *Excellent listening, written and verbal communication skills, time management, attention to detail, accuracy and organizational abilities;*
- *Ability to work effectively and efficiently both independently and as a team member; Ability to prioritize tasks in managing multiple projects, adapting when needed to changing priorities or deadlines.*
- *Valid Oregon driver's license, reliable personal transportation (work-related travel reimbursed), with proof of valid insurance, and willingness to occasionally work early mornings, evenings, and weekends*

*We believe that white supremacy culture disproportionately impacts the most marginalized people in society — including Black people, Indigenous people, People of Color, people from working class backgrounds, women and LGBTQ+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.*

### To Apply

Please submit a cover letter and resume in pdf format to Executive Director Dov Weinman at [dov@middleforkwillamette.org](mailto:dov@middleforkwillamette.org). All emails and application materials should have "Operations Manager-applicant last name" in the subject line.

The first review of applications will begin on November 17th. A first round of virtual interviews for qualified candidates will take place during the weeks of November 27th and December 8th. Our hiring team may request references or a second round of interviews as needed. We strive for equitable hiring practices, including using the same rating system and interview questions for all candidates, providing interview questions in advance, and considering a wide range of experiences to meet qualifications.