

Position Announcement: Finance and Administration Director



Position: Full time, salaried

Location: Portland, Oregon with a hybrid remote and in-person work week

Compensation: \$55,000-\$65,000 annual salary, depending on experience

Benefits: 17 days PTO plus 10 holidays/80% health, dental, vision coverage/annual professional development stipend/business mileage

Reports to: Executive Director

The Opportunity

The Finance and Administration Director is a vital component of Opal Creek's leadership team, ensuring smooth and sustainable operations, while strategically planning for continued recovery and growth. You will work closely with the Executive Director, staff, Board of Directors, independent accounting firms, and other partners to promote a positive and progressive work environment in alignment with our [mission and values](#). You will also be a participatory manager within our organization, leading finance and human resources processes, while also shaping the future of the organizational structure, with the desire to hire an administrative support staff member in 2025.

Qualifications, Skills and Experience

A successful candidate will possess these **minimum qualifications**. We are less interested in the titles you've held and more interested in what you've actually done and who you are.

- 3+ years experience in financial management
- Experience in human resources and prioritizing staff well-being and a healthy work setting
- Strong organizational skills & attention to detail
- Strong communication skills, written and verbal
- Dedication to integrity and confidentiality
- Commitment to equity, inclusion and cultural competency
- Ability to thrive in remote work on a computer
- Experience with nonprofit accounting, grant management and reporting

- Able to pass a criminal background check

Key Responsibilities

- Lead year end financial reporting, 990 prep, and development of annual budget
- Manage and process AP/AR, payroll, employee benefits, company expenses, and monthly reports to external accounting firm
- Manage donations, grant tracking and reporting
- Lead monthly Finance Committee meetings, communicate finance status w/directors and BOD
- FEMA documentation control and reporting
- Develop and oversee progressive personnel policies, manage HR records and documentation
- Procure and manage external vendors and services, including insurances
- Lead hiring process and oversee employee life cycle, including employee recruitment and onboarding and extending through exit interview
- Collect and process mail from Downtown Portland location
- Participate in staff training, team development, programmatic, and volunteer events at operation sites including Opal Creek and Silver Falls State Park, which may include rare weekend events and overnight stays

We are committed to having an applicant pool that reflects the diversity of the students and adults we work with, and *we highly encourage Black, Indigenous, and People of Color to apply.*

How to Apply & Timeline

Please submit an application by visiting [the employment page of our website](#). The application includes a series of questions and asks you to upload a detailed resume in PDF format. Be sure to include any relevant experience and certifications, both professional and personal experience.

Applications are accepted until **May 3rd, 2024** and on a **rolling basis** onward. There are three rounds of interviews beginning the week of May 5th. The ideal start date is mid-May 2024.

Please contact hiring@opalcreek.org with any questions and to request any accommodations you would like made during this hiring process. We'll do our best to respond to all queries and to keep all applicants up to date on how the process unfolds.



About Opal Creek Ancient Forest Center

[Opal Creek Ancient Forest Center](#) was formed in 1989 to advocate for the protection of the Opal Creek area. In 1996, legislation passed that established the Opal Creek Wilderness Area and instituted our unique role and responsibility as stewards, educators, and in-holders within the protected wilderness area. Our base of operations has been in the historic mining town of [Jawbone Flats](#), situated in the stunning temperate rainforest of the Opal Creek Wilderness and surrounded by 5,000-foot peaks. This land was traditionally inhabited by the Molalla and Kalapuya Tribes, who are now part of the Confederated Tribes of Grand Ronde.

In September 2020, a wildfire swept down the Opal Creek watershed, burned much of the old growth forest in the Wilderness Area, and destroyed almost all of the historic buildings of Jawbone Flats. Our post-fire strategy for Jawbone Flats is focused tightly on recovery and cleanup. We are designing a new site plan that is in harmony with the land and will support the [amazing education programs we continue to offer](#).

Our mission is to provide transformative wilderness experiences that grow a community of environmental advocates. All of our work is based around one simple idea: people will protect what they care about, and they will care about what they know. Through our [outdoor school](#) and [backpacking expedition](#) programs, we bring youth and adults face-to-face with the outdoor places that make Oregon great—pristine mountain streams, uncut vistas, and old-growth forests.

