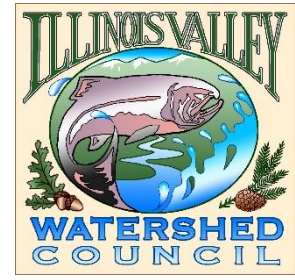


Illinois Valley Soil and Water Conservation District  
Illinois Valley Watershed Council  
219 S. Redwood Hwy - P.O. Box 352  
Cave Junction, OR 97523  
Phone: 541-592-3731 - Fax: 541-592-3425  
[www.IVStreamTeam.org](http://www.IVStreamTeam.org)



## POSITION DESCRIPTION

An Equal Opportunity Employer

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### SECTION 1. Position Information:

Job Title: Finance Administrator/Office Manager

Employer: IV Soil and Water Conservation District (municipal corporation) and IV Watershed Council (501 C-3)

Job Status: Part-Time, non-exempt

Estimated Hours per Week: 20 to 32 (dependent on funding)

Wage: \$18/hr with potential for growth after a 90-day probationary period

Work Location: 219 Redwood Hwy, Cave Junction, OR (next to IV News)

Not eligible for overtime pay. Comp time system used instead.

Benefits: Health insurance, 10 paid holidays, sick and vacation accrual, and opportunities for professional development.

Anticipated Start Date: A month-long training period starts June 3 at 12 hours a week, with full hours beginning July 1.

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### SECTION 2. Position Description

We are looking for an experienced finance administrator who can also serve as office manager for the two separate organizations, IV SWCD and IV WC, and who will work closely with the staff leads of both organizations.

Finance Administrator responsibilities are broader than basic bookkeeping, but include maintaining records for all transactions, preparing monthly and quarterly financial reports and processing reimbursements. You will work within grant agreements, so experience working with grants is preferred.

Office Manager responsibilities include working within state regulations for nonprofits and special districts to complete job duties. We're looking for someone to maintain

smooth office operations with great communication skills. The ideal candidate should be familiar with office equipment (printers, phones, voicemail, email), Microsoft Word and Excel and QuickBooks.

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### **SECTION 3. Supervision**

This position does not supervise any other staff members.  
The Illinois Valley SWCD Board Chair directly supervises this position.

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### **SECTION 4. Working Conditions**

The Finance Administrator/Office Manager works primarily in the office environment but may travel locally to deliver or pickup paperwork and/or supplies or attend meetings. Is required to attend monthly Board meetings, which are held in the evening in an adjacent office space. May work evenings and weekends as needed and may occasionally work at home with the approval of the Council or District Board or duly appointed designee but is expected to work the majority of hours in the office.

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### **SECTION 5. Description of Duties**

#### **Finance Administrator duties (70%):**

- Manage accounts receivable and payable
- Review and process reimbursements
- Prepare budgets and report on financial projections
- Maintain accurate and complete financial records and reports on budgets, revenues, expenditures, property and assets
- Prepares 1099 tax forms for contractors and IRS and prepares 990 and CT-12 tax forms for each organization
- Keep records of invoices, financial reviews, and state and federal tax payments
- Work with a CPA to complete annual financial reviews and audits
- Work with QuickBooks and Excel grant spreadsheets to track expenditures and income
- Manage company's liabilities and insurance
- Work with our HR firm, Cardinal Services, to complete payroll processes
- Abides by grant agreements to complete fund requests, expense reporting and end of grant reporting
- Processes time sheets and tracks payroll accrual

#### **Office Manager duties (30%):**

- Attends and serves as secretary for monthly board meetings, taking minutes and recording votes
- Follows public meeting law, alerting local media of all public meetings, preparing agendas and packets in advance and making them available to the public and uploading minutes to our website
- Performs general office duties, such as answering the phone, providing clerical support as needed, orders and maintains office supplies, receives and processes mail

- Completes public records requests lawfully
- Writes resolutions and policies as needed
- Handles elections procedures every two years with the help of the Oregon Department of Agriculture
- Coordinates quarterly newsletters with fellow staff members
- Updates and maintains the District and Council websites and social media pages
- Works with HR firm, Cardinal Services, to ensure both organizations are HR compliant
- Assist in making travel arrangements and booking venues for events
- Uses Oregon Soil and Water Conservation District Guidebook and the Attorney General's Public Records and Meetings Manual
- Follows established policies and guidelines

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**SECTION 6. Work Contacts**

Works primarily with other staff members and the Board. Has regular contact with numerous vendors, grantors and partnering organizations. Interacts with and assists the public that calls and/or walks in. Provides reports to and works closely with other staff members to accomplish program and project objectives.

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**SECTION 7. Position Requirements and Preferred Experience**

1. B.S. degree in Finance, Accounting, Economics or another related field highly preferred, but equivalent experience is accepted in lieu of a degree
2. Knowledge of and experience in accounting, balancing multiple accounts and grant coordinating
3. Hands on experience and proficiency with Microsoft Office, Excel and QuickBooks
4. Preferred experience in non-profit finance
5. Preferred experience in website management (Wordpress) and social media
6. Able to learn quickly; be detail oriented, work independently and multi-task
7. Able to work with a wide variety of people with varied interests and points of view
8. Excellent organizational, time management and communication skills
9. Possesses a valid Oregon Driver's license and complies with State of Oregon auto insurance requirements

To apply, please submit a resume, cover letter and 3 professional references to the IV SWCD and WC via email to [samantha@ivstreamteam.org](mailto:samantha@ivstreamteam.org), via mail to P.O. box 352, Cave Junction, OR, 97523, or stop by our office to drop them off in person at 219 Redwood Hwy in Cave Junction, OR.