



Enhancing resilience in Rogue River watersheds through ecological restoration and engagement with community partners

Position Announcement: Administrative Specialist

Closing Date: February 19, 2025 @ 5:00 p.m. (Pacific Standard Time)

Position Summary: Rogue River Watershed Council (RRWC) is seeking applicants for an Administrative Specialist to join our team! This is a full-time, non-exempt position that will contribute to our successful efforts by helping the Executive Director manage business operations. Duties include, but are not limited to, (a) enter accounting transactions, (b) track donation, grant, and contract income and expenses, (c) assist with payroll, (d) provide year-end reports for federal and state tax returns, (e) provide support during financial audits, (f) prepare reports and information packets for the Board of Director and committee meetings, (g) assist with special event planning and execution, and (h) maintain office equipment and inventories of equipment and supplies.

About Rogue River Watershed Council: RRWC is an Oregon non-profit 501(c)3 organization. With a current annual budget of \$4.4 million, RRWC employs six full-time and two part-time staff, works over ~2,000,000 acres in Jackson and Josephine Counties, and has existing partnerships with numerous federal, state, and local agencies/ governments, utilities, special districts, and non-profit organizations. Current projects include streamside forest restoration, livestock management fencing, instream restoration, water quality and habitat monitoring, source water protection, and community engagement. To accomplish over 50 programmatic and administrative projects at any given point in time, we manage roughly 55 sources of funding (agencies, foundations, and partner organizations), receive charitable donations, and maintain 30 contracts. Our office is in Central Point, Oregon, within 25 miles of Medford, Grants Pass, Ashland, and Eagle Point. To better understand our work, visit us at: <http://www.rogueriverwc.org/>.

RRWC values collaboration, innovation, integrity, focus, and passion for natural resources.

Process: Application materials are due by 5:00 p.m. on February 19, 2025. The RRWC hiring committee will schedule panel interviews with several of the most qualified candidates. We will hold those interviews via Zoom in late February. The committee will include staff and members of the board of directors.

Start Date: Mid to late March or sooner, pending availability of the chosen candidate

Status: Non-exempt and full-time

Pay Rate: \$25.00 to \$32.50 per hour (depending on experience)

Benefits: Gold-level health insurance plan that includes dental and vision benefits

Retirement plan with matching contributions up to 3% of salary

11 paid holidays

Personal time off accrual starts at seven hours per pay period

Continuing education and training that align with the organization's mission, procedures, and organizational priorities are financially supported.

Location: Central Point, OR; this position requires the successful candidate to be based locally.

There may be the opportunity for a combination of remote and in-office work following a six-month orientation period.

To Apply:

- Submit your application materials (see below) via email to bbarr@rogueriverwc.org. Your application package must be received by 5:00 p.m. (Pacific Standard Time) on Wednesday, February 19, 2025.
- If you have questions about this position or the application process, please email Brian Barr, Executive Director, at bbarr@rogueriverwc.org.
- All emails (application submittals or questions about the position or hiring process) must have “Administrative Specialist” in the subject line.
- Late or incomplete applications may be rejected.

Application Materials. In one “.pdf” package, please provide:

- Resume** that includes your name and email address.
- Cover letter (no more than two pages)** detailing your (a) education and experience, (b) ability to quickly assimilate into a team, (c) familiarity QuickBooks and non-profit accounting, and (d) your earliest possible start date.
- List of three professional references** and their contact information (preferably phone numbers).

RRWC is an equal opportunity employer and encourages individuals with diverse backgrounds and experiences to apply. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.



Position Title: Administrative Specialist
Status: Full-time & non-exempt
Compensation: \$25.00 to \$32.50/ hr (DOE)
Supervisor: Executive Director

Position Summary: The administrative specialist position is a full-time, non-exempt position at the Rogue River Watershed Council (RRWC). In this position, you will contribute to our successful organization by helping the Executive Director manage business operations. Duties include, but are not limited to, (a) enter accounting transactions, (b) track donation, grant, and contract income and expenses, (c) assist with payroll, (d) provide year-end reports for federal and state tax returns, (e) support during financial audits, (f) prepare reports and information packets for the Board of Director and committee meetings, (g) assist with special event planning and execution, and (h) maintain office equipment and inventories of equipment and supplies.

Under the general direction of the Executive Director the Administrative Specialist will be responsible for performing the following activities:

1. Non-profit Accounting:

- Using QuickBooks:
 - Process Accounts Payable and Receivable
 - Payroll support: reconcile payroll in QuickBooks based on reports from payroll service provider
 - Prepare monthly financial reports for ED and Board of Directors
 - Ensure accuracy of accounting records
 - Reconcile bank and credit card statements
- Track expenditures by funding sources
- Track cash and in-kind donations
- Generate financial reports and reimbursement (or payment) requests to grantors/ funders
- Track income by funding sources
- Assist with the timely financial reports to federal, state, county, and private funders
- Prepare documents for annual fiscal year tax preparation, compilation reports, and periodic audits
- Assist with organizational budget development and provide guidance on project and grant budget development
- Maintain internal accounting controls
- Other financial duties as assigned

2. Office Management:

- Maintain office equipment, track and order supplies, record retention, retrieval, and disposal consistent with policies,
- Serve as point of contact and basic troubleshooting assistance for information technology support
- Assist with policy and procedures documentation and revisions and develop and document standard procedures
- Provide office reception: receive and respond to telephone calls, mail, and email and direct public inquiries to other staff
- Assist in coordinating Board of Director meetings: reserve meeting rooms, set up meeting room, distribute meeting packet, develop meeting minutes, assist in arranging refreshments or meals (when needed)

3. Additional Support:

- Provide fiscal management support for Rogue River Watershed Council programs
- Assist in maintaining data base for donors, sponsors, volunteers, and partners
- Prepare donor acknowledgements and assist in preparing fundraiser mailings
- Assist implementing special events
- Additional responsibilities may be assigned

Qualifications & Desired Characteristics: RRWC is interested in finding the best candidate to fill this position, and that candidate may come from a non-traditional background. We welcome applicants who bring a diversity of identity, culture, experience, perspective, and through. We encourage you to apply even if you do not believe that you meet every one of the qualifications described below. You will be encouraged to address how your professional and lived experience, scholarship, teaching, mentorship, and service contributes to this position and the RRWC during the application process.

- Experience working in/ with non-profit organizations
- Knowledge and proficiency in QuickBooks (ideally desktop and online)
- Three or more years of bookkeeping or small business management
- Knowledge of standard accounting procedures and reporting
- Post-secondary training in accounting/ bookkeeping and familiarity with non-profit accounting principles (a degree in accounting or similar is beneficial)
- Experience with grant funding, contract funding, and donations
- Computer software proficiency with Microsoft Office, Adobe, and Google Suite
- Familiarity with Client Relations Management software (ideally Little Green Light)
- Ability to communicate (verbal and written) effectively
- Ability to work in a collaborative environment effectively and with a positive outlook
- Self-directed, organized, detail-oriented with a high level of accuracy
- Ability to manage multiple tasks and activities on a daily basis, often at a fast pace
- Effective time management
- Desire to learn, innovate, and research/ create (and try out) new approaches

Rogue River Watershed Council values collaboration, innovation, integrity, focus, and passion for natural resources.

About Rogue River Watershed Council: RRWC is an Oregon non-profit 501(c)3 organization. With a current annual budget of \$4.4 million, RRWC employs six full- time and two part-time staff, works over ~2,000,000 acres in the middle and upper parts of the Rogue River Basin, and has existing partnerships with numerous federal, state, and local agencies/ governments, utilities, special districts, and non-profit organizations. Current projects include streamside forest restoration, livestock management fencing, instream restoration (fish passage, floodplain connection, large wood installation, and side channel enhancement), water quality and habitat monitoring, source water protection, and community engagement. To accomplish over 50 programmatic and administrative projects, we manage roughly 55 funding streams (from donors, agencies, foundations, and partners) and 30 contracts. Our office is in Central Point, Oregon, close to Medford, Grants Pass, Ashland, and Eagle Point. <http://www.rogueriverwc.org/>.

Working Conditions and Physical Effort: The Administrative Specialist will work from the Rogue River Watershed Council office in Central Point (limited, at home work opportunity may be possible after an orientation period though the majority of work will occur from the Central Point office). RRWC's general work hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Schedule flexibility, including opportunities to work remotely, are available with Executive Director approval. Some work on weekends and

during evening hours will be necessary. A valid driver's license, proof of insurance, and a good driving record are required. Equipment used includes standard office equipment including computers with job-specific software, printers, and copiers. Much of the Administrative Specialist's time will be spent working on a computer. There will be work situations that demand lifting heavy objects and walking over uneven ground.

Application Procedure: In one “.pdf” package, please include

- (1) a resume
- (2) a letter (no more than two pages) detailing:
 - (a) your education and experience (highlighting your ability to quickly learn the landscape)
 - (b) ability to quickly assimilate into a team
 - (c) familiarity with QuickBooks and non-profit accounting, and
 - (d) your earliest possible start date, and
- (3) a list of three professional references and their contact information (phone, if available)

RRWC is an equal opportunity employer and encourages individuals with diverse backgrounds and experiences to apply. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Email your application package to Brian Barr at bbarr@rogueriverwc.org on Wednesday, February 19, 2025 before 5:00 p.m. (Pacific Standard Time). Include “Administrative Specialist” in the subject line of your email.

Rogue River Watershed Council is seeking to fill this position in March or very early April, 2025. Rogue River Watershed Council reserves the right to evaluate any candidate immediately upon submission of their application. Rogue River Watershed Council may offer candidates interviews upon receipt of application materials and employment as early as the first week of March. Accordingly, applicants are encouraged to submit materials before the closing date.

For More Information: Please contact Brian Barr, Executive Director at bbarr@rogueriverwc.org with any questions about this position or the application process.