



South Santiam Watershed Council
4431 - Highway 20
Sweet Home, OR 97386
541.367.5564
www.sswc.org

Position: Operations Manager of the South Santiam Watershed Council

Reports to: Board of Directors

Stationed at: 4431 Highway 20 Sweet Home, OR 97386

Job type: Part-time, 24 hours/week

Open Date: March 10, 2020

Close Date: April 3, 2020 midnight

Summary of Position

The South Santiam Watershed Council (SSWC) is hiring a part-time Operations Manager. The position will work out of the Sweet Home, Oregon office. Given the nature of work and location of information required to perform responsibilities, telecommuting will not be considered. The Operations Manager will administer the SSWC's grant program and QuickBooks. With the assistance of a contracted bookkeeper, the Operations Manager will assist with expense tracking, file management, invoicing, and government grant reimbursement requests, as well as other duties at the direction of the Board of Directors. The position could grow in scope allowing for a broad understanding of watershed council projects, role with partners, education, community outreach, and development/fundraising.

About the Organization

The SSWC is a 501(c)(3) non-profit organization that works collaboratively with landowners and managers to conduct education, monitoring, and restoration efforts that improve the health and function of the South Santiam Watershed. The SSWC is non-regulatory and governed by a volunteer Board of Directors working closely with partners to fulfill its mission to involve local people in the enhancement and protection of the South Santiam Watershed for the social and economic benefit of its landowners, managers, and users. The SSWC has broad public support in the community with partnerships in local, state, and federal agencies, members of the timber industry, local agricultural producers, and with area non-government organizations.

Main Duties and Responsibilities

QuickBooks & Grants:

- Accounts payable, accounts receivable, and journal entries as needed
- Obtaining appropriate signatures, when required
- Determine that all charges are applied to the appropriate grant and appropriate grant category with the help of the contracted bookkeeper, contracted Project Manager, and the Education & Restoration Manager
- Work with the appropriate staff to set-up new grants in alignment with the grant agreement and QuickBooks
- Assist with proper grant charges for payroll and employee reimbursements

Grant Management:

- Tracking expenses according to grant agreement and reimbursement request as required by funding source and agreement
- Monitor grant balances by category
- Provide grant balance information and updates to the Board of Directors, Education & Restoration Manager, and the contracted Project Manager for proper workflow and completion
- Submit grant reimbursement requests according to government agency guidelines

Other Duties:

- Assist with monthly Board of Director meetings
- Other duties as assigned by Board of Directors

File Management:

- Maintain hardcopy files for all grants, projects, programs, and organization
- Ensure appropriate document copies are made for each file or multiple files
- Organize in accordance with grant agreements and reimbursement requests
- Preserve and continue electronic files

Education and Desired Qualifications

- Bachelor's degree in accounting, or other relevant subject area, or direct experience with Oregon government grant application process, reimbursement, and reporting
- Government grant experience highly desired
- Previous experience as a grant accountant or support highly desired
- Experience working in a collaborative setting
- Highly-organized with excellent communications skills, including oral and writing
- Enjoys problem solving and increasing efficiencies
- Computer proficiency including experience with Microsoft Word, Excel, and Google Drive
- QuickBooks experience required
- Ability to work independently to establish priorities and manage time effectively while also remaining open to direction, guidance, and questions
- Valid Oregon driver's license and reliable transportation
- Must pass criminal background check
- In time, hours might increase with role expansion

Compensation

- Hourly rate (\$25 to \$27/hr., DOE) and health benefits stipend. This is a part-time position with hours and days determined by invoicing, deadlines, workflow, and at the direction of the Board of Directors, offering some flexibility
- Employee will receive a health benefits stipend of 20% of the base rate
- Simple IRA with 3% matching from SSWC after 6 months
- Employee will accrue vacation leave at a prorated rate
- Employee will accrue sick leave at a prorated rate
- Employee will receive 10 federal holidays off, depending on work schedule
- Travel reimbursement at the federally calculated rate will be provided for use of personal vehicle
- Company vehicle is available to council employees for work related use

Physical Demands and Work Environment

- A shared workspace will be provided at the U.S Forest Service, Sweet Home Ranger District office
- Telework is not an option based on job functions

How to Apply

- Send application materials to: southsantiamwc@gmail.com
- Application will consist of a single PDF that contains the following:
 1. Resume
 2. Three (3) professional references - include contact information, how long you have known the reference, and in what capacity
 3. Cover letter - 2 pages or less
- Application must be received by midnight on Friday, April 3, 2020
- Late or incomplete applications will not be accepted