

Position Announcement: Business Administrator



Position: Full time, salaried

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

Compensation: \$45,000 annual salary

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

Reports to: Executive Director

The Business Administrator Opportunity

The Business Administrator makes Opal Creek operations run smoothly and efficiently. You'll coordinate day-to-day operations as well as strategize how to best achieve our mission. Reporting to the Executive Director (ED), you'll also work closely with core staff, the Board of Directors, our independent accounting firms, and other partners and vendors. You'll have an incredible opportunity to shape the future of our organization through a period of significant strategic planning, recovery, and growth, while promoting a positive and progressive work environment in alignment with our [mission and values](#).

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.

- 2+ years experience in financial management
- Experience in human resources and/or administrative support
- Strong organizational skills & attention to detail
- Dedication to integrity and confidentiality
- Commitment to equity, inclusion and cultural competency
- Able to pass a criminal background check

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.*

Key Responsibilities

Finances (60%):

- Process accounts payable and receivable
- Assemble and send monthly reports to external accounting firm
- Manage donations/DonorPerfect tracking
- Prepare monthly Finance Committee reports and quarterly Board of Directors reports
- Procure and manage insurance coverages
- Coordinate annual audit and 990 prep by external CPA firm
- Co-lead end of year financial reporting and develop annual budget alongside ED

Human Resources (20%):

- Oversee HR records and personnel policies
- Process payroll twice a month
- Manage employee health insurance, worker's comp, insurance and unemployment
- Support hiring process: post job announcements, arrange interviews, and prepare and collect new employee paperwork

Other Business Administration (20%):

- Monitor general Opal Creek email and phone
- Anticipate and respond to technical and office needs: procure new computers, update website, and order office supplies
- Collect and process OCAFC mail from Downtown Portland location

Rare weekend and evening work may be required, which includes travel to Opal Creek and overnight stays.

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 **September 14, 2022** and on a **rolling basis** onward. There are two rounds of interviews conducted the weeks of September 19th and September 26th. For first consideration please apply prior to September 14th, yet if you are seeing this posting, the position is still available and we encourage you to apply. The ideal start date is mid-October 2022.

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 1988 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.

