



Promoting Natural Resource Conservation and Economic Stability in the Coquille Watershed

Now Hiring – Office Manager

About the Coquille Watershed Association

The Coquille Watershed Association (CoqWA) is a 501(c)(3) non-profit, grant funded organization. Our mission at CoqWA is to provide the structured framework to coordinate the assessment of the watershed's conditions, and to implement and monitor proven management practices that are designed to support environmental integrity and economic stability for the communities of the Coquille watershed. Our work includes facilitating communication between landowners, citizens, civic organizations, private foundations and government agencies to enhance and restore aquatic and wildlife resources in the Coquille watershed. Through stream and riparian restoration projects and educational programming, we achieve our mission and enhance water quality, working landscapes, and stream habitat.

Office Manager Position

Purpose

- To manage and maintain the records of financial transactions of CoqWA
- Support CoqWA operations by preparing financial reports for staff and board, maintaining inventories of equipment and supplies, tracking expenses and maintaining the annual budget, directing phone calls, and additional assistance as needed.

Overview of Responsibilities

- Invoicing
 - Process invoices into the CoqWA Quickbooks system
 - Write checks for the invoices
 - File invoice and payment records for year-end taxes and auditing purposes
- Fund Requests
 - Request funds from granting organizations by providing necessary documents and forms to initiate payment requests
 - Documents include: timesheets, invoices, forms from granting organization
 - Process and document fund requests in Quickbooks system
- Prepare reports
 - Prepare spending reports on individual grants as requested by staff
 - Prepare monthly reports for the board and staff that overview the annual expense, monthly expenses, bank account information, etc.
- Banking
 - Reconcile bank accounts with the Quickbooks system
- Payroll
 - Organize and prepare payroll for payroll company



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- Year-end taxes and auditing
 - Organize and assist accounting firm in year-end taxes and audits
- Assist CoqWA staff in day to day operations
 - Print/organize files for meetings
 - Run errands such as going to the post-office, going to the bank, getting snacks for a meeting, etc.
 - Answer telephones and direct calls to staff or take messages
 - Assist in updating documents such as CoqWA by-laws, policies, etc.

*Qualifications**

- Associate's degree in accounting or business administration, or equivalent business experience.
- Experience in office organization both of physical and digital documents and supplies
- Knowledge of bookkeeping
- Experience working with non-profit or grant funded organizations
- Proficient in Microsoft Word and Excel
- Knowledge of operating Quickbooks accounting software
- Ability to problem solve

*Provided applicant demonstrates a willingness to learn and aptitude for office management, consideration will be given for applicants that do not meet all listed qualifications

The Office Manager will work primarily independently with direction from the Coordinator and will report to the Coordinator. Upon hire, the Office Manager will undergo comprehensive training on the organization of the financial information (digitally and physically), how to request funds from granting agencies and organizations, and an overall orientation to CoqWA programs and staff. Position will start as part-time ~15 hours a week at a rate of \$14/hour with the opportunity for increases in hours and wages commensurate with performance and available grant funding.

How to Apply:

- Additional information about the Coquille Watershed Association can be found online at: www.coquillewatershed.org
- Any questions can be directed to Coordinator, Melaney Dunne: 541-982-0147, coordinator@coquillewatershed.org.
- Please send a cover letter detailing interest and qualifications, resume, and list of two references to Coordinator, Melaney Dunne at coordinator@coquillewatershed.org.
- The position will remain open until filled, applicants are encouraged to apply ASAP.