



MAZAMA QUICK FACTS:

- Established in 1894 on the summit of Mt. Hood (Wy'East)
- Mission promotes excellence in mountaineering, outdoor education, and climate advocacy
- 3,000 members and 300 active volunteers
- Carbon-neutral HQ located in SE Portland

Finance & Administration Manager

Job Description: The Finance & Administration Manager is a critical member of the Mazama team, supporting the organization with impeccable attention to detail and organizational skills across finance, administrative, and office functions. The ideal candidate brings an enthusiasm for the Mazama mission, a keen mind for systems and processes, and practical knowledge of accounting principles.

Working under the guidance of the Executive Director, this position works in close collaboration with an external bookkeeper, manages accounts receivable and accounts payable, prepares deposits, oversees payroll and benefits, and assists with reporting and budgeting. This position also works with key staff to maintain accurate and timely records required by various agencies (USFS, e.g.); manages merchandise inventory, supplies, and vendors; and serves as the first point of contact for members and guests by answering phones, fielding inquiries by email, and greeting visitors at the Mazama Mountaineering Center (MMC) during MMC hours. Some scheduling assistance and Board support may also be assigned.

Reports to:	Executive Director
Status:	36 hours per week, Salaried, Exempt
Compensation:	Starts at \$55,000 annually
Benefits:	Medical, Dental, Vision (Kaiser); Retirement Savings Plan
Schedule:	In office during business hours required (Tuesday-Thursday); Add'l flexibility/remote by mutual arrangement with supervisor

KEY RESPONSIBILITIES

Financial/HR (60%):

- In partnership with the Executive Director and the external bookkeeping vendor, ensure all funds are accounted for accurately and reconciled in accounting system and Salesforce and related reports are up-to-date
- Manage timely execution of accounts payable and receivable (BILL.com)
- Assist in the preparation of required tax reports and documentation
- Process incoming checks and cash
- Support audit/review engagements by preparing roll-forward schedules, reconciliations, and supporting documentation
- Develop and maintain Human Resources systems, serving as primary point of contact for employees
- Process employee and volunteer background checks, as well as hiring documentation for new employees
- Process monthly payroll
- Interface with insurance and benefits agents
- Attend monthly Finance Committee meetings as needed

Office Management/Customer Service (40%):

- Collaborate with ED and key staff to assist with permit and usage reports (track and manage required documentation, ensure accuracy and timeliness of reports, and assist with filings as needed)
- Process phone and walk-up transactions (membership orders, donations, etc.)

- Serve as primary point of contact for members and nonmembers, fielding, directing, and responding to phone and email inquiries
- Oversee the guest experience and ensure a personable, friendly interaction for those coming into the MMC
- Ensure the office is open and staffed during designated hours (Tuesday-Thursday, 10:30 a.m. - 4 p.m.)
- Manage and order supplies for both the MMC and, in coordination with the Lodge Committee, the Mazama Lodge
- Maintain and track merchandise inventory
- Open and sort mail, and assist with outbound mailings as needed
- Recruit, schedule, and manage office volunteers
- Other duties as assigned

DESIRED QUALIFICATIONS, EXPERIENCE, AND COMPETENCIES

Even if you don't meet all of the qualifications, we encourage you to apply if your experience has provided you with a strong understanding of non-profit accounting, HR, or office management.

- At least three years professional experience in administrative and finance management
- Experience in nonprofit accounting, and/or accrual accounting
- Experience in customer service or other public-interfacing position
- Proficiency in Microsoft Office Suite, especially Excel, Word, and PowerPoint)
- Experience in payroll processing and POS systems (such as Sage, QuickBooks, BILL.com, ADP, Square, Stripe, e.g.)
- Attention to detail and excellent problem solving skills
- Excellent written and verbal communication skills
- Strong time management skills, with an ability to pursue and track multiple priorities
- Commitment to Diversity, Equity, and Inclusion principles
- Ability to work occasional nights and weekends
- A love of the mountains and experience with hiking or climbing preferred

To apply: Send cover letter and resume to employment@mazamas.org specifying "Finance and Administration Manager" in the subject line by February 5, 2024. No phone calls, please.

ABOUT THE MAZAMAS

Established in 1894 on the summit of Mt. Hood (Wy'East), the Mazamas is an Oregon-based 501(c)3 with a proud tradition of providing excellence in climbing education, leadership, and conservation in the Pacific Northwest. Our mission – to inspire everyone to love and protect the mountains – is carried out in partnership with more than 300 highly dedicated volunteers through education programs, climbs and hikes (about 1,000 annually), stewardship activities, and scientific research. With a membership of about 3,000 individuals, the Mazamas maintains two facilities, including the carbon-neutral Mazama Mountaineering Center in Southeast Portland and the Mazama Lodge in Government Camp.

The Mazamas strives to create a balanced and healthy environment for its employees through a 36-hour workweek, flexible scheduling, and a generous benefits package that includes medical, dental, and vision coverage; retirement savings plan; holiday, vacation, personal, and sick time; complimentary Mazama membership; and great discounts and perks at local gyms and retailers.

The Mazamas is committed to building an inclusive workplace for people from all backgrounds. As an equal opportunity employer, the Mazamas does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or any other legally protected status.

Successful candidates must be willing to submit to a background and criminal history check. The purpose of this position description is to provide information reflecting current practices and does not constitute or create any contractual agreement, rights, or obligations. This position description may be amended.