

Office & Finance Coordinator

Job Description: The Office & Finance Coordinator works with Mazamas staff to serve the needs of the community and members using the highest customer-service values. This position manages the day-to-day customer service needs of the Mazamas, and provides program support and database support. In addition, this position oversees the internal and external communications at the Mazamas and the day-to-day financials. This position reports directly to the Executive Director (ED) and works in coordination with the staff, volunteers, and external partners.



Key Responsibilities:

Office Management:

- Ensure the office is open during regular business hours
- Serve as primary contact and information source for members and nonmembers.
- Monitor the general public e-mail, answer phones, greet persons entering the Mazama Mountaineering Center during office hours, field standard inquiries, and take payments
- Conduct regular transactions and receive mail and deliveries at the MMC
- Help monitor facility and resource usage by committees and programs, maintain general office facilities and equipment
- Manage office supply inventory
- Recruit, onboard, and manage Office Volunteers as needed

Mazama Finances

- Manage to the day-to-day financials
- Manage Accounts Payable and Accounts Receivable
- Reconcile our bank accounts in Quickbooks
- Collaborate with contracted bookkeeper to manage month-end tasks

Financial

- Review monthly budget reports and make adjustments as needed
- Manage payment plans, scholarship opportunities, and refunds through Salesforce (database) and Stripe (payment processor).
- Send monthly budget reports to committees

Database & Web Support

- Be familiar with our online systems—website, Salesforce database, Google Drive cloud storage, online form programs
- Manage web questions from the public, members, and volunteers
- Create and run regular database reports from Salesforce
- Perform weekly & monthly calendar audit and communicate with relevant parties when there are conflicts
- Point person for management of RegPack during times of year when Mazama Wild Coordinator is unavailable

Communications

- Responsible for our weekly email communications
- Perform regular reviews of the website content and update to keep inline with larger strategic goals and initiatives
- Update Mazama website as needed

Event Management

- Manage or assist with events as needed, including, but not limited to:
 - Portland Alpine Fest, Backcountry Film Fest, and REEL Rock

Administration and Reporting:

- Monthly reporting to the Executive Board as needed
- Management of assigned committee’s monthly and annual reports

Facilities Management:

- Maintain general office facilities, equipment, and supplies.
- Assist, with or without direction, in keeping the Mazama Mountaineering Center clean and presentable for the public.

Other Duties as Assigned:

- The above list does not capture all of the tasks that will be associated with this position. Other duties will be assigned.

General: Be familiar with the organization—its members, activities, culture, history, and committees. Consistently promote the Mazama mission, membership, and program engagement.

Qualifications:

- Excellent customer service skills.
- Excellent verbal and written communication skills.
- Willingness to learn on the job
- Highly organized, professional, able to see the big picture and be detail-oriented
- Willingness to work nights and weekends as needed
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment

Preferred Skills:

- One year or more of professional experience in administration and/or office management
- Experience with Salesforce, Google Drive, and website content management systems
- Experience with Quickbooks and other financial software
- A love of the mountains and experience with hiking and climbing

Successful candidate must be willing to submit to a background & 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.

Details

Position Title:	Office & Finance Coordinator
Reports to:	Executive Director
Status:	32 hours per week (with an increase to 36 in fall, Hourly, Exempt)
Salary Range:	\$18–\$22/hour depending on experience
Benefits:	Medical, Dental, Vision (Kaiser), Access to 401k plan (Regular or ROTH)
Schedule:	M–TH, 9 a.m.–5:30 p.m., F (starting in fall): 10 a.m.–2 p.m.
Flexible Schedule:	Allowed; must be arranged with supervisor
Virtual Work:	Allowed; must be arranged with supervisor

About the Mazamas: The Mazamas was established July 19, 1894 on the summit of Mt. Hood. We have a proud tradition of leadership, safety, conservation, and climbing education in the Northwest for well over a century. Our mission is to promote mountaineering through education, climbing, hiking, fellowship, safety and the protection of mountain environments. To support this mission, we offer over 250 climbs and 700 hikes annually, and sponsor conservation and research to protect and better understand the alpine environment. Our activities depend almost entirely on the efforts of hundreds of volunteers, who contribute over 40,000 hours of time annually to support Mazama programs.