



POSITION: Finance and Operations Manager  
REPORTS TO: Executive Director  
LOCATION: Bend, Oregon  
CLASSIFICATION: Part-time or Full-time (32 - 40 hours per week), negotiable

---

Oregon Natural Desert Association (ONDA) is a nonprofit conservation organization dedicated to protecting, defending and restoring Oregon's high desert. For three decades ONDA has connected people to their public lands and championed the conservation and stewardship of central and eastern Oregon's wild lands, waterways and wildlife. Read more at [www.ONDA.org](http://www.ONDA.org)

### **POSITION DESCRIPTION**

ONDA's Finance and Operations Manager ("Manager") serves an important role in the overall financial, operational and administrative management of ONDA's programs and 17-person staff working in offices in Bend and Portland, Oregon. The Manager facilitates ONDA's business operations and is responsible for day-to-day financial, bookkeeping, and administrative tasks. The Manager oversees ONDA's financial accounts, manages ONDA's budget, develops and prepares financial reports, and ensures efficient office operations. The Manager also coordinates human resources functions, including payroll and administration of ONDA's employee benefit programs.

The ideal candidate is someone who enjoys developing and implementing modern business systems and working with peers and colleagues to provide the financial and operational support for effective program delivery. The Manager will be well organized, detail-oriented and familiar with current tools and best practices for organizational operations and financial management. They will thrive in a fast-paced, multi-tasking environment that embraces a culture of problem solving, continuous learning, and adaptation.

The primary duties include:

#### Bookkeeping and Financial Management (60%)

- Performing recurring bookkeeping functions, including accounts payable, accounts receivable, payroll, banking and other needs;
- Developing, preparing and interpreting financial reports to inform program management, grant reporting, budget analysis, communications to the Board of Directors and external accounting, tax compliance and other purposes;
- Managing payroll, benefits programs and other human resource functions;
- Managing and reconciling accounts, including banking, investment and payment processing accounts; and
- Continually developing and refining systems, procedures and tools as organizational needs and opportunities evolve.

### Operations (20%)

- Working with colleagues in ONDA's Development, Conservation and Stewardship programs to develop and implement systems and tools to support effective program and project management;
- Coordinating a broad array of business operations, including insurance, vehicle fleet management, technology needs, and others;
- Overseeing daily office operations, including a wide range of services (e.g., utilities, janitorial, tech support, etc.) and supplies (e.g., office supplies, equipment, purchasing, etc.); and
- Managing organizational accounts and subscriptions, including organizational email, software licenses, publication subscriptions and others.

### Administration and Other (20%)

- Administering Board of Directors functions, including meeting planning, record-keeping, or other logistics;
- Maintaining and updating organizational policies and procedures to ensure effective administrative systems;
- Communicating with staff to address any financial, administrative, human resource or operational needs; and
- Other duties as assigned.

## **SKILLS AND QUALIFICATIONS**

The strongest candidates for this position are those who have applicable experience in financial and operational management of a small business or non-profit organization, including bookkeeping, budget management, financial reporting, and human resources. Initial applicant screening will select for those candidates who meet the following minimum qualifications:

- A minimum of three years of experience managing bookkeeping and/or accounting functions for a non-profit organization or small business;
- Demonstrated proficiency with QuickBooks and other common software applications (e.g., Word, Excel, databases, etc.); and
- Experience in general office administration and/or business operations.

## **COMPENSATION AND BENEFITS**

ONDA offers a fun, interactive work environment with 16 fellow staff and a main office located in Bend, Oregon. The starting full-time salary range is \$50,000 to \$60,000 per year, negotiable depending upon experience. ONDA provides a full-time benefits package including 95% paid premiums for medical, dental and vision insurance, 5% match for retirement contributions, 13 paid holidays/year, 15 paid vacation days/year to start with increases over time, 12 paid sick days/year, and family leave.

This position is offered as 32 – 40 hours per week to encourage those seeking part-time and full-time employment to apply as this position is scalable depending upon the skills, experience and interests of the selected candidate. In the event the successful candidate works part-time, the salary and benefits described would be adjusted in accordance with ONDA's Employee Manual. The roles and responsibilities of this position require that the Manager conduct most of their work in-person at ONDA's Bend office location, with a limited remote work schedule negotiable.

## TO APPLY

ONDA uses an anonymous screening process to ensure objective application evaluation. To facilitate this review, please submit your application via email, with your email including **two separate attachments** as follows:

- 1) **Attachment #1:** A single page .doc or .pdf file that includes your name, address, email and phone number. Do not include this identifying information anywhere else in your attachments.
- 2) **Attachment #2:** A cover letter (without your name) describing your qualifications and interest in the position, resume (without your name), and the contact information for three references. This information should be combined into a single .doc or .pdf file.

Please submit these application materials via email to **FinanceManager@onda.org** no later than **5 PM Pacific Time on Wednesday January 18th**. ONDA will require proof of COVID vaccination or documentation of an acceptable medical or religious exemption prior to making an employment offer.

## ONDA IS AN EQUAL OPPORTUNITY EMPLOYER

ONDA is committed to diversity, equity and inclusion and seeks to create an inclusive environment for all volunteers, partners, collaborators and employees. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. We strongly encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law. Please review our commitment to fostering diversity, equity, inclusion and justice at ONDA and in the nonprofit conservation sector at <https://onda.org/justice/>.