

LOCATION: 16 NW Kansas Ave. Bend, OR 97703

DESIRED START DATE: Week of November 28, 2022

APPLICATION DEADLINE: N/A; This position is open until filled.

ABOUT US

The Environmental Center (TEC) is a regional hub of environmental education, engagement and action. In collaboration with local communities, we work to advance a healthy, vibrant place to live, work and play – for all of us today and for future generations to inherit. Our mission is to embed sustainability into daily life in Central Oregon. We are educators, advocates, and organizers who believe local action can make a world of difference.

We are committed to listening, learning and understanding how The Environmental Center can help to dismantle systemic oppression. We prioritize equity and accessibility in the decisions we make, partnerships we build, services we deliver, and outcomes we seek to achieve. We're looking for a teammate who is willing to learn with us and participate in this process. Learn more about TEC's mission and commitment to equity at envirocenter.org.

SUMMARY OF POSITION

The Business Manager (BM) is responsible for overseeing and implementing a range of business activities essential to the day-to-day operations of the organization. This is a dynamic and multi-tasking position that includes a mix of bookkeeping; front-line reception (in-person and by phone); office and equipment management; facility rentals and maintenance; technology management; and administrative support for other staff. The BM works closely with the executive director and the associate director.

This position requires work in an office setting and occasional evening and weekend work, with a minimum of two and a half days (20 hours) per work week in the TEC office and the remainder of the week as hybrid work depending on what's happening that particular week.

SUPERVISOR: This position reports to the Executive Director.

SUPERVISORY RESPONSIBILITIES: This position does not supervise any other staff. It supervises several contractors hired to support facility cleaning/maintenance and interacts with one contractor that supports financial management.

ESSENTIAL OUTCOMES FOR THE SUCCESS OF THIS POSITION

- Completes essential bookkeeping tasks accurately and in a timely manner.
- Manages TEC's office and technology needs so that all staff can get their work done efficiently and effectively.
- Ensures TEC's facility and equipment are clean and in good working condition.
- Provides welcoming and timely customer service to visitors and meeting room renters.

In addition, each TEC staff member is asked to:

- Develop an annual work plan with clear, measurable goals that are consistent with TEC's strategic plan.
- Identify and work towards annual growth and development goals.
- Participate in diversity, equity, and inclusion (DEI) learning opportunities and conversations.
- Represent the values adopted in our Team Charter.

SCOPE AND DUTIES OF THIS POSITION

Bookkeeping (~40%)

Incoming Revenue:

- Enter funds received, from all sources (cash, checks and online), in QuickBooks (QBs)
- Make bank deposits of cash and checks received at TEC.
- Manage funds received via online payment platforms; make monthly transfers to bank.

Accounts Receivable

- Enter one-time and recurring invoices into QBs
- Ensure timely receipt of invoice payments from customers

Accounts Payable

- Enter one-time and recurring bills into QBs
- Pay bills

Support for Others

- Work closely with the ED to monitor, anticipate and and manage cash flow needs
- Provide financial support for regular TEC events (receiving checks, square payments, etc.)

Office (~20%)

- Provide front-line reception service to callers and visitors. Answer telephone and in-person inquiries, and provide accurate information, about TEC's programs and partner groups as well sustainability and resource conservation in central Oregon.
- Coordinate purchasing of general office supplies to meet staff needs.
- Provide administrative support to other staff as needed and schedules allows, especially for fundraising, events and other outreach activities.

- Maintain shared office equipment (copiers, printers, etc.) in good working condition; manage leases and service contracts.
- Provide support for some human resources tasks

Facility and Equipment (~20%)

- Manage rentals of TEC's public meeting rooms, common area and grounds, including: responding to rental inquiries; securing rental agreements and ensuring compliance with terms; providing tours of the rental space; scheduling.
- Ensure that the facility is clean and well maintained at all times and that all equipment is in good working order.
- Hire, supervise and/or fire janitorial cleaning service.
- Maintain systems to ensure the security of our facility.
- Ensure grounds are maintained, in coordination with the Garden Manager.
- Develop, and revise/update as needed, an annual facility and vehicle maintenance plan/schedule; ensure task completion according to plan/schedule.
- Respond to unplanned maintenance needs and other facility and vehicle emergencies.

Technology (~10 %)

- Manage TEC's phone system (currently Zoom, for calls and virtual meetings)
- Manage TEC's Google accounts.
- Manage computer inventory/list/replacements;
- Ensure all computers get regular required software updates
- Work with our computer/network contractor(s) to solve problems as they arise with our network/server, internet connections and/or individual computers.
- Manage our account with internet service provider

Other (~10%)

- Participate in monthly check-ins and an annual review with your supervisor.
- Be present at the office to answer community inquiries and provide information about TEC, in accordance with our adopted hybrid workplace policy.
- Provide vacation coverage, as needed
- Complete timekeeping and other reporting requirements on time
- Participate in organization-wide activities as needed, including our Mountainfilm, Earth Day Fair, Member Appreciation Lunch and Green Tour events.

WE ARE LOOKING FOR...

Core strengths/competencies:

- Well-organized and able to juggle several things at once
- Attentive to details and deadlines
- Enjoys communicating with people
- Prior work experience and comfort with:
 - Google Apps Suite
 - Spreadsheets
 - Basic bookkeeping
 - Data entry

Prior experience and skill in the following areas is preferred:

- Using Quickbooks for basic bookkeeping
- Nonprofit bookkeeping
- Salesforce
- Microsoft Excel
- Slack
- Project management tools (such as ClickUp, Asana, etc.)

Other:

- Commitment to TEC's mission.
- Commitment to building a more welcoming, inclusive organization and regional sustainability movement.
- Communication that fosters collaboration with staff, board, financial supporters and community partners to achieve strategic goals and build trust across diverse communities.
- Creative and innovative thinking that can help all individuals fully participate in our mission.

The position requires English language fluency because the region we serve primarily speaks English as a first language. Bilingual candidates, especially in English and Spanish, are highly encouraged to apply and may be compensated above the base wage for the value this brings to the organization as we work to engage the full diversity of the Central Oregon region.

WE CAN OFFER...

This is a non-exempt, full-time (40 hrs/wk), hourly position. The base wage for the position is \$23.00 per hour. Candidates who have bookkeeping/accounting skills and experiences; experience using Quickbooks, esp. in a nonprofit setting; or an advanced degree or certificate in nonprofit, business or accounting management, may be compensated up to a maximum of \$26.50 per hour.

Benefits include a group medical and dental insurance policy (TEC pays 85% of the premium); access to a SIMPLE IRA retirement plan with an employer match of up to 3% of the employee's annual gross income; and a generous personal-paid-time-off policy. We invest in continuing education opportunities for all staff in ways that will help them succeed.

Our current team consists of 15 staff and 13 directors. We are a growing organization, which means our team must be adaptable, flexible, and comfortable with change. Our facility in downtown Bend offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor space. We have a hybrid workplace where employees split their time between working from home, out in the community/schools, and in the office, with some positions

requiring more time in the office than others; this position requires a minimum of two and a half days (20 hours) per work week in the TEC office and the remainder of the week as hybrid work (a mix of working in the office and working from home) depending on what's happening that particular week. Because we are a place-based organization, all TEC staff need to reside in Central Oregon. TEC will provide a laptop, external monitor, keyboard, and mouse, plus a small stipend to support a comfortable home office.

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. Environmental injustices and climate change disproportionately harm the most marginalized people in our society including people of color, from working-class backgrounds, women, and those who are LGBTQ+. We believe that these communities must be centered in the work we do, and strongly encourage people with these identities to apply.

We also respect that each person on our team contributes to a healthy, sustainable community in their own unique way. In other words, you don't have to identify as 'an environmentalist' to join our team. If our values align, we'd love to meet you.

TO APPLY: Please mail or e-mail a cover letter describing your interest in the position, a resume, and three relevant references who can speak to your qualifications.

The Environmental Center
ATTN/SUBJECT: Business Manager Position
16 NW Kansas Ave, Bend, OR 97703

E-mail: mike@envirocenter.org

No phone calls please.

The position is open until filled; applications will be reviewed as they are received.

TEC is committed to equal employment opportunities. We make our employment decisions based on organizational needs and individual qualifications, not on race, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities.