



Job Announcement: Finance & Administration Manager

Organizational Overview: Columbia Riverkeeper is a successful nonprofit organization that unites communities to fight for clean water, salmon recovery, and our climate. Columbia Riverkeeper works with river communities and in solidarity with Tribes to make an impact. This includes high-profile campaigns to recover healthy salmon populations and protect the Columbia River from fossil fuels, toxic pollution, the Hanford Nuclear Site, and other threats facing people who rely on the Columbia. Our work is featured in national media, including CNN, the New York Times, Wall Street Journal, and the Los Angeles Times.

Across our campaigns, we promote justice, equity, diversity, and inclusion in environmental decisions and our own actions. This includes working in solidarity with Tribal Nations to achieve common goals. [Our team](#) includes community organizers, scientists, communications specialists, and attorneys. To learn more about our commitment to justice, equity, diversity, and inclusion, [click here](#), and to learn more about our values, [click here](#).

Location: Hood River, Oregon.

This position has the option to work remotely one (1) day a week from Oregon or Washington and requires periodic travel to Columbia Riverkeeper's Portland office and within the region. Columbia Riverkeeper currently offers remote/hybrid work for some positions as a benefit and subject to periodic reviews.

Job Type: Full-time (40 hours/week), Exempt Position.

Position Description: The Finance & Administration Manager advances the mission, vision, and values of Columbia Riverkeeper by managing day to day financial operations and providing administrative support to the organization.

Responsibilities:

- **Financial Management:** Oversee the day to day financial operations of the organization, ensuring adherence to organization and fiscal policies and compliance with generally accepted accounting principles. Prepare multi-state payroll and ensure timely payment of taxes and fees. Manage accounts payable and receivable, make entries to the general ledger, reconcile accounts, and manage the monthly and quarterly close of books. Communicate with staff to provide financial reports, properly code transactions, and provide occasional training or updates on organizational financial matters. Support the Finance & Administration Director with the annual budget and audit, and act as backup

when they are out of office. Demonstrate character, integrity, and ethical values through attitudes and actions.

- **Office Management and Administration:** Oversee the management of the Hood River office, including ongoing office upkeep, managing vendors and contractors, inventory and ordering of office supplies, processing incoming and outgoing mail, and supporting staff by maintaining a welcoming and functional work environment. Act as a backup for the Portland office as needed to support staff vacations or periods of leave.
- **Executive Assistant:** Perform routine and sporadic administrative tasks as assigned to support the Executive Director.
- **Special Projects:** Complete special projects as assigned to advance the goals and strategies of Riverkeeper. Examples of special projects include:
 - Project management of transition to a new payroll platform; evaluate and recommend new platform, act as point person for accurate data transfer and mapping to new system, and train staff on the new system.
 - Oversee an office relocation; working with a real estate agent, tour, evaluate, and recommend office space, hire contractors to move and set up a new space, communicate with staff to minimize disruption to normal operations.
- **Justice, Equity, Diversity, and Inclusion:** All Riverkeeper staff support the organization's commitments to advancing justice, equity, diversity, and inclusion. From time to time, the Finance & Administration Manager serves on Riverkeeper's internal Justice, Equity, Diversity, and Inclusion teams or committees to help Riverkeeper advance our JEDI plans.
- **Management:** Identify contractor needs, recommend contractors for hire to the Finance & Administration Director, and oversee implementation of contracts, including tracking deadlines, payments, and progress. From time to time lead or serve on hiring committees for contractors and employees.

Required Qualifications and Experience:

- To advance our value of equity and to recognize the knowledge gained through lived experience, no specific professional certifications, degrees, or area of study are required. Please detail your relevant education, experience, and training in your resume or cover letter.
- Minimum five (5) years of professional experience in finance, accounting, or a related field. Nonprofit experience preferred.
- Thorough understanding of day-to-day accounting processes, general ledger work, and generally accepted accounting principles.
- Experience in the following areas:
 - Accounts payable and receivable
 - Accrual based accounting
 - Month-end close of books, including account reconciliation
 - Payroll, multi-state experience preferred
 - Developing or managing budgets
 - Office management

- Involvement or leadership in Justice, Equity, Diversity, and Inclusion (JEDI) spaces (ex: committees, initiatives, programs, outside community involvement etc.)
- Ability to provide, receive, and integrate both positive and constructive feedback.
- Experience using Quickbooks Online and Google Workspace is strongly preferred

** A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's welcome. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.*

Salary Range & Benefits: \$75,000 to \$85,000 depending on experience. Benefits include medical and dental insurance, generous vacation package, paid holidays and personal days, 401(k) employer contribution and matching, an encouraging and flexible work environment, training budget, wellness stipend, and career growth opportunities.

To Apply: Email a resume, a cover letter, three professional references, and three work samples to info@columbiariverkeeper.org with the subject line "Finance & Administration Manager." Please combine the cover letter, resume, and references into a single PDF attachment titled "Last Name.First Name Finance & Administration Manager."

Application Deadline: August 24, 2025. Consider applying early; the Hiring Team will review applications on a rolling basis.

Start date: Flexible. Preferred start is October 13, 2025.

Columbia Riverkeeper is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

Columbia Riverkeeper is committed to providing equal opportunity and access throughout the hiring process. In accordance with the Americans with Disabilities Act (ADA), we will provide reasonable accommodations to applicants upon request. If you need assistance or accommodations during the application or interview process, please contact the Director of People & Culture by email or phone: kayla@columbiariverkeeper.org, 541.399.9119.