

TITLE: OFFICE MANAGER

Bark is seeking an experienced team member to ensure excellence in our organizational administration.

*Employment Status: 1 FTE, Exempt*

*Salary and Benefits: \$50,000 to \$55,000 DOE. 120 hours vacation in the first year, 80 hours annual sick leave, optional Bark employee group medical and dental up to \$500/month (1FTE) paid by employer. Eligible for paid 30-day sabbatical after three years.*

*Location: Portland, OR - Hybrid, some in office required, flexible work week/30 hours.*

*Application Period: Open until filled.*

## ABOUT BARK

Located in Portland, Oregon, Bark was founded in 1999. Our formal mission statement is: "To transform Mt. Hood National Forest into a place where natural processes prevail, where wildlife thrives and where local communities have a social, cultural, and economic investment in its restoration and preservation."

Bark grew out of a community centered around recreation interests paired with an understanding of western ecological science and the legal system. These origins are euro-centric and settler-colonial in perspective, and do not meet the needs or provided the values necessary to restore ecosystems and relationships between people and place.

Today, Bark recognizes the immense range of knowledge, cultures, histories, privileges, and responsibilities that inform how different communities relate to the forest. We encourage and expect all within our organization to engage in the demanding, enlightening, disorienting, empowering, uncomfortable, and deeply validating work of challenging the traditional approach to environmental conservation within our individual and collective perspectives.

The name "Bark" originally refers to the role of the "barker" in society, who loudly and persistently calls for us to pay attention to issues that impact the public. Bark is the resource for community action to protect Mt. Hood National Forest and surrounding federal lands\* through the power of engaged, informed, and active communities. We are a community of varied interests and experiences, ensuring that the U.S. Forest Service is justly accountable to the diverse communities that

live in connection to and rely upon the forest.

**ESSENTIAL FUNCTIONS** (other duties may be assigned):

Bookkeeping and Finance

Manages all bookkeeping processes from the organization's side in collaboration with Jitasa, bookkeeping service contractor. Manages banking and financial services. Ensures operational compliance in financial systems and procedures.

Development Administration

Oversees donation processing and bank deposits in collaboration with Development Specialist. Assists with CRM data entry for physical deposits, online transactions, and supporter updates. Supports Development Specialists' processes for donor appreciation, recognition, and requests.

Operations

Manages office space, equipment, technology, information, and processes. Manages employee records. Engages with contractors, vendors, etc. Ensures organizational filings, permits, insurances, inspections, etc are in compliance. Monitors PO Box.

Payroll, Benefits, and Withholdings Administration

Oversees and ensures legal compliance for payroll and benefits systems for exempt, non-exempt, and union-represented staff. Typically, 10-15 staff members total. Ensures accuracy of timesheets, benefits accrual and use, and wages and bonuses. Administers withholdings such as Roth IRA contributions, union dues, health care premium payments, and court-ordered withholdings. Ensures accurate and timely state and federal payroll reporting. Administers other pay-related orders such as unemployment benefits.

Miscellaneous

Reports on operational health through regular communication to Board of Directors. Supports budget development with financial insight.

REQUIRED EXPERIENCE

- Strong academic or professional experience relevant to the Essential Functions of this position.

- 2+ years experience in a financial oversight role demonstrating high proficiency in reviewing financial documents and data.
- 2+ years experience with comprehensive payroll administration.
- Strong knowledge of non-profit-specific financial processes.
- Proven experience in administering state and federal employment policy.
- Knowledge of state and federal regulations and laws governing the operation of non-profit organizations.

#### REQUIRED SKILLS AND ABILITIES

- Well-developed skillsets for managing multiple, recurring, yet not standardized, tasks with accuracy and accountability.
- Strong math skills and analytical insight.
- Proven success in identifying operational needs and improving operational health.
- Top proficiency with contemporary office, internet, and communications technologies.
- Demonstrable *personal and professional* work in anti-racism and social justice.

#### **TO APPLY**

Submit your resume and 3 professional references via email to [hire@bark-out.org](mailto:hire@bark-out.org).

Please write "Bark Office Manager Application" in the subject line of the email. No phone calls. To learn more about Bark, visit [www.bark-out.org](http://www.bark-out.org). This position is open until filled.

We are asking for applicants to fill out a voluntary, anonymous survey that will help us know that we have reached diverse points of outreach. A link will be sent to you at some point in the process. Thank you for your help with this effort.

Located in Portland, Oregon, and founded in 1999, Bark is the resource for community action to protect the forests and rivers surrounding Mt. Hood. We prioritize grassroots organizing and believe in the power of an engaged public. Our name originates from the "barker," who stands before the public and uses persistent outcry to call attention. We are a group of Barkers, ensuring that the public hears about all events, good and bad, occurring in the Mt. Hood National Forest.

Bark seeks to add staff members with strong capacities for innovation, autonomy, and communication and who prioritize anti-racism and environmental justice in their personal growth and professional development.

Bark does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, socioeconomic status, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, and vendors who are willing to engage in this process of equity, justice, and accountability with us.

### **Equity, Diversity, and Inclusion**

Bark staff, volunteers, and supporters all share a deep love for the forest and acknowledge that while people have a wide range of perspectives and experiences that connect us all to the forest, the values of white, settler-colonial culture dominate the perspective and goal setting for most environmental organizations. Bark is committed to shifting this dominant perspective and creating a workplace, mission, and vision that is empowering for people from diverse backgrounds. *Bark affirms that these are the rightful lands of the Multnomah, Kathlamet, and Clackamas bands of the Chinuk; Tualitin Kalapuya, Molalla, Tenino, Wasco, Wishram, Paiute, and the many other Native people who live here and who have always lived here. These Tribal Nations belong to and care for this land, and we honor these Nations' continued existence and resilience, as their sacrifices are still ongoing. We acknowledge their long-lasting and tireless work to nurture, advocate, and protect these lands in the Pacific Northwest.*