



TITLE: Director of Finance and Administration

Employment Status: Full-time, exempt

Salary: \$85,000

Benefits: 160 hours vacation in the first year, 80 hours annual sick leave, optional Bark employee group medical and dental up to \$600/month paid by employer. Eligible for paid 30-day sabbatical after three years. 403(b) plan with employer matching up to 3%

Location: Portland, OR - Hybrid, some in office required, flexible work week/40 hours.

Application Period: Open until filled.

Reports to: Executive Director

#### ABOUT THE POSITION

Bark is seeking an experienced, collaborative team member to serve as Director of Finance and Administration. This position reports to the Executive Director and works closely with the Executive Director to ensure the Board of Directors has reliable knowledge into the financial and operational health of the organization. This position ensures Bark has the appropriate accounting, budgeting and administrative processes, systems, and infrastructure to support the organization's strategic and operational needs. The Director of Finance and Operations role is new at Bark as we are bringing our accounting and bookkeeping in-house. Bark's annual budget is about \$900,000, funded by a combination of individual and foundation giving and a robust monthly sustainer program.

#### ABOUT BARK

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.

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):

#### FINANCIAL LEADERSHIP & MANAGEMENT

- Constructs and presents financial reports to the Board of Directors (BOD) and reports on financial health on a regular basis. Liaise with the Finance Committee between BOD meetings for guidance on financial matters.
- Oversees and leads annual organizational budgeting and planning processes in conjunction with the ED; administers and reviews all financial plans and budgets; monitors progress and changes; and keeps staff and board abreast of the organization’s financial status.
- Updates and implements all necessary business policies and accounting practices.
- Manages banking and investing relationships.

#### BOOKKEEPING AND ACCOUNTING

- Manages day-to-day bookkeeping and accounting operations in Quickbooks, including General Ledger, Accounts Receivable, Accounts Payable, Payroll, Employee Reimbursements and Credit Cards.
- Maintains and enhances an internal control environment to safeguard organizational assets, including the recurring preparation and review of reconciliations for all balance sheet accounts, proper expenditure authorizations, and appropriate review of journal entries.
- Conducts the month-end close process to ensure all financial transactions are recorded timely in order to accurately reflect the financial status of the organization.
- Prepares monthly, quarterly, and annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Coordinates 990 preparation with outside accountants.
- Tracks restricted and unrestricted funding, ensuring compliance with donor restrictions and grant requirements.
- Assists Program staff and management team with preparation of required financial reports for grant application and management.
- Oversees tracking of grant expenditures for reporting purposes.
- Reviews contract and grant budget proposals.
- Ensures compliance with all federal and state regulatory filing requirements.

#### HUMAN RESOURCES

- Support hiring processes and oversee all staff onboarding and offboarding processes
- Maintains employee files.
- Secure best prices and coverage in health care and other benefits.

- Maintain adequate insurance including property, casualty, worker's compensation and unemployment.
- Support compliance with Collective Bargaining Agreement for staff represented by the Communication Workers of America.

#### PAYROLL, BENEFITS, AND WITHHOLDINGS ADMINISTRATION

- Oversees and ensures legal compliance for payroll and benefits systems for exempt, non-exempt, and union-represented staff, approximately 8 staff in total.
- Ensures accuracy of timesheets, benefits accrual and use, and wages and bonuses.
- Administers withholdings such as 403b contributions, union dues, health care premium payments, and court-ordered withholdings.
- Ensures accurate and timely state and federal payroll reporting.

#### OPERATIONS & OFFICE ADMINISTRATION

- Collaborates with all management staff to identify and deliver the required administrative support operations for the organization.
- Manages office space, equipment, insurances, permitting, technology, information, and processes.
- Serves as the main contact with contractors and vendors, including (but not limited to) building management, security, and I

#### DEVELOPMENT ADMINISTRATION SUPPORT

- Oversees donation processing and bank deposits in collaboration with the Director of Community Engagement and Communications.
- Supports processes for donor appreciation, recognition, and requests, as needed.

#### PREFERRED QUALIFICATIONS

- Strong academic or professional experience relevant to the Essential Functions of this position.
- At least five years of overall professional experience; ideally two-plus years of broad financial and operations management experience, preferably for a non-profit organization.
- 2+ years experience in operations or operations-type role.
- High level of competency in Quickbooks
- Strong knowledge of non-profit-specific financial processes and GAAP accounting principles.
- Knowledge of state and federal regulations and laws governing the operation of non-profit organizations.
- Strong analytical, organizational, and communication skills.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Proven success in identifying operational needs and improving operational health.

- Top proficiency with contemporary office, internet, and communications technologies such as Microsoft Office Suite and Microsoft Teams.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, and reporting for either a division or significant program area, and has preferably overseen a human resources function previously.
- Demonstrable personal and professional work in anti-racism and social justice.
- Experience with nonprofit Constituent Relationship Management systems a plus

#### TO APPLY

Submit a cover letter and resume via email to [hire@bark-out.org](mailto:hire@bark-out.org).

Please write "Bark Director of Finance and Administration Application" in the subject line of the email. No phone calls or walk-ins, please. To learn more about Bark, visit [www.bark-out.org](http://www.bark-out.org). This position is open until filled and applicants are encouraged to submit their materials early. We aim to have the position filled by mid-late July 2025.

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.

The skills and experience listed above are what we believe is necessary to succeed in this position. However, we encourage all interested applicants to apply even if your skills are not a match with all requested qualifications. Please, underscore applicable skills unique to you in your cover letter.

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.