



MCKENZIE
WATERSHED ALLIANCE

Fiscal and Administrative Specialist Job Announcement

Job Title: Fiscal and Administrative Specialist

Employer: The McKenzie Watershed Alliance (MWA) is the employer of record. The MWA is the fiscal sponsor of the [McKenzie Watershed Council](#) (MWC). The position will work cooperatively with the [Upper Willamette Stewardship Network](#) (UWSN).

Direct Supervisor: Operations Manager

Work Location: MWC Office: 175 West B Street, Bldg D, Springfield, OR 97477.

Status: Salary position (1.0 FTE, 40 hours/week), exempt.

Salary: \$60,000 - \$64,000 depending on experience

Benefits: Medical stipend, competitive paid time off package, short-term disability, and SIMPLE IRA retirement plan with up to 3% employer match.

Duration: Desired start date is May 11th, 2026, with a six-month probation period through October 2026.

Position Description

The Fiscal and Administrative Specialist is responsible for supporting the work of the MWA Operations Manager (OM), Finance Director (FD), Executive Director (ED), and the UWSN Director. The Fiscal and Administrative Specialist will be supervised by the Operations Manager. The position has three primary areas of responsibility: 1) MWA fiscal operations, 2) MWA administration of office, operations, and events, and 3) UWSN grant management. As with other positions within the McKenzie Watershed Alliance, there is a degree of flexibility required from the Fiscal and Administrative Specialist to assume other roles as assigned on an as needed basis. Some evening and weekend work will be required.

Key Responsibilities

- 1) Financial (50% FTE)
 - Assist the OM in the preparation of monthly payroll data in QuickBooks.
 - Support the preparation and processing of accounts payable using QuickBooks.
 - Work with the OM to track grant funding sources every quarter.
 - Support the ED, FD and OM with the development of the annual budget.
 - Assist ED, FD and OM with preparation of fiscal documents for annual audit.
 - Track donors and business contributions.
 - Develop materials for distribution to funders as directed by OM and ED.
 - Comply with MWA Fiscal Policy and help ensure compliance.
 - Other fiscal responsibilities as assigned.

- 2) Office, Operations, and Event Management (30% FTE)
 - Assist and support MWC public meetings and MWA Board of Directors meetings.
 - Attend and take minutes during MWA Board of Directors meetings and MWC meetings. MWC meetings take place in the evenings.
 - Support OM in organizing/maintaining office files, records, equipment, and supplies.
 - Support OM and staff in the management of organizational supplies and materials.
 - Assist all MWA staff with day-to-day office operations.
 - Develop outreach materials as directed by OM and ED.
 - Coordinate and/or support public-facing events such as the annual river clean-up efforts. These events typically take place on the weekends.
 - Manage the MWC mailing list.
 - Attend trainings, workshops, and conferences.
 - Other administrative or operational tasks as assigned.
- 3) UWSN Fiscal Management (20% FTE)
 - Work with the UWSN Director to develop and refine shared systems for managing, disbursing, and tracking collaborative funding flows among UWSN member organizations.
 - Work with fiscal staff from UWSN member organizations to streamline and improve information sharing and tracking of fiscal flows for collaborative grants.
 - Prepare 2-4 reports annually for the UWSN Director and member organizations.
 - Assist with grant reports as requested by member organizations.
 - Engage with Network partners to build relationships and share information.
 - Other Network support tasks as assigned.

Position Requirements

Relevant skills and knowledge of job requirements may include education, training or lived experiences.

- Degree in accounting or business administration or minimum of one year of professional experience in fiscal administration.
- Experience (1-2 years) with QuickBooks and/or formal training.
- Experience with and understanding of General Accepted Accounting Principles (GAAP).
- Experience (1-2 years) with office management, administration or support.
- Experience with Microsoft Office, Google Workplace (formerly G-Suite), and Adobe Suite programs.
- Commitment to collaborative teamwork.
- Excellent written and verbal communication skills.
- Interpersonal skills, including a commitment and demonstrated ability to work with people from different backgrounds and perspectives.
- Commitment to, understanding of, or willingness to learn and apply social equity principles.
- A valid driver's license, auto insurance, and reliable personal transportation are required. The MWA reimburses employees at the State of Oregon mileage rates (as of 2025, \$0.70/mile).
- Willingness to have a flexible work schedule. Occasional evenings and weekends will be required.
- The position requires sitting, typing, standing, and carrying up to 40 pounds.

Desired Skills and Experience

- Personal connection to the McKenzie River Watershed and local communities.
- Knowledge and experience working in the conservation and environmental restoration field.
- Experience working for 501 (c) non-profit organizations.
- Experience working with collaboration partnerships or networks.

Working Conditions and Physical Effort

The MWA is committed to cultivating an inclusive work environment and providing equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law. Per the Americans with Disabilities Act, job requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made that may pose serious health or safety risks to the employee or others or impose undue hardships on the organization and partners. MWA maintains its status as an at-will employer.

How To Apply

Please submit the following material as **single PDF file**.

- a) cover letter,
- b) resume, and
- c) three references

Submit the application via email to MWA Operations Manager, Chase Antonovich:

chase@mckenziwc.org. The total application package should not exceed five pages. **All application submittals must be titled: "Fiscal and Administrative Specialist - *applicant last name*"** in the subject line. Incomplete or late applications will not be accepted.

Application details:

- a) In your cover letter, please describe your lived, professional, or educational experience in fiscal administrative management, and other relevant skills described above. Please include any personal connection to the McKenzie River Watershed as relevant. Please limit the cover letter to two pages.
- b) The resume should include relevant education, degree(s), training, work, and lived experience. Please cite the duration of previous relevant work experience and clearly define your role. Please limit the resume to two pages.
- c) List up to three references with name, title, email, phone contact information, and a short description of how you know them.

The position will be kept open until it is filled. **To be considered for the initial round of interviews, applications must be received by April 8th. We plan to begin scheduling interviews the following week.** Applicants will be notified of the next step in the review process after that time.

The McKenzie Watershed Alliance is an equal opportunity employer.

Please submit questions regarding the position or application process to the McKenzie Watershed Alliance Operations Manager, Chase Antonovich, chase@mckenziwc.org