Accounting & Human Resources Manager

Job Title: Accounting & Human Resources Manager
Duration: Permanent
Application Deadline: Open Until Filled
Position Type/Hours: Salaried/Full-Time
Annual Salary Range: $65,000-$75,000

Overview

For over half a century, World Forestry Center has been at the intersection of people and forestry. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them. We are working to calibrate our programs and exhibits to inspire the broad social action needed to drive sustainable forestry solutions at a meaningful scale. We aim to change how society understands and interacts with our forests. This work will require engagement and trust, built through in-person programs and immersive, emotionally compelling exhibits that move the public from understanding to action.

We are seeking a highly skilled and motivated individual to join our team as an Accounting & Human Resources Manager. As the Accounting & Human Resources Manager, you will play a vital role in ensuring the efficient financial management and human resources administration of our organization. This position requires a strong background in accounting principles, financial analysis, and human resources practices. This position reports to the Executive Director.

Position Responsibilities

Financial Management:
- Develop and maintain the organization’s financial systems, policies, and procedures.
- Oversee and perform the duties of the day-to-day accounting operations, including accounts payable and receivable, payroll, and general ledger.
- Ensure accurate and timely preparation of financial reports, budgets, and financial statements.
- Monitor and analyze financial performance, identify areas for improvement, and provide recommendations to senior management.
- Coordinate with external auditors for annual audits and with CPA for tax filings.

Budgeting and Grant Management:
- Collaborate with program managers to develop and monitor project budgets.
- Prepare grant budgets, financial reports, and reimbursement requests for funding agencies.
- Ensure compliance with grant requirements and timely submission of financial documentation.

Human Resources Administration:
- Manage all aspects of human resources, including recruitment, onboarding, employee relations, performance management, and employee benefits.
- Develop and implement HR policies and procedures that comply with applicable laws and regulations.
- Administer payroll and benefits programs, ensuring accuracy and compliance.
- Provide guidance and support to staff on HR-related matters.

Compliance and Reporting:
- Ensure compliance with relevant accounting standards, regulations, and nonprofit governance best practices.
- Prepare and submit required reports to regulatory agencies and funding partners.
- Assist in the preparation of the annual budget and financial forecasts.

Cross-Functional Collaboration:
- Collaborate with other departments to provide financial and HR guidance, support, and analysis for programmatic activities.
- Work closely with the executive team to develop strategic financial and HR goals aligned with the organization’s mission and objectives.

Qualifications and Experience

- Bachelor’s degree in accounting, finance, human resources, or a related field. A CPA or HR certification is highly desirable.
- Minimum of 5 years of relevant experience in accounting and/or human resources management, preferably in the nonprofit sector.
- Solid knowledge of accounting principles, financial analysis, budgeting, and grant management.
- Familiarity with HR practices, employment laws, and regulations.
- Proficiency in accounting software, primary Blackbaud, and MS Office Suite, with advanced Excel skills.
- Excellent analytical and problem-solving skills, along with attention to detail.
- Strong organizational and time management skills, with the ability to prioritize and meet deadlines.
- Effective communication and interpersonal skills, with the ability to collaborate and build relationships with internal and external stakeholders.
- High ethical standards and a commitment to the organization’s mission and values.

Position Requirements

- This hybrid position requires in-person availability but allows for remote work opportunities.
- Frequent computer and phone usage and occasional extended periods of standing and sitting.
- Attend occasional meetings and external and staff events that may take place in the evening or on weekends.
- Applicants must hold a valid driver’s license.
- For the safety of our staff and visitors, World Forestry Center employees are required to be vaccinated against COVID-19.
Benefits

World Forestry Center offers a generous benefits package, including comprehensive medical, vision, and dental insurance. Employees start with 20 paid vacation days and 12 paid sick days in their first year, with the addition of 13 paid holidays. World Forestry Center offers a matched 401k plan. Employees also have access to professional development and education opportunities and reciprocal admission to other area attractions, such as Portland Japanese Garden, Portland Art Museum, and the Oregon Zoo.

Application Instructions

Please email a cover letter and resume in PDF format to info@worldforestry.org.

We recognize that experience can be gained in various ways: professional, educational, volunteer, and through other expertise. Please do apply if you are interested in this position but think you may not meet all the above criteria. We encourage applicants to highlight transferable experience in their cover letters.

World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.