

Job Title: Fiscal and Office Administrator (Part-Time)

Location: Columbia Springs, Vancouver, WA

Hours: 20-30 hours per week

Pay: \$25 per hour

Job Overview:

Are you a self-starter with a knack for organization and a love of problem-solving? We're looking for a Fiscal and Office Administrator to help keep the financial and administrative gears of Columbia Springs running smoothly. This part-time role offers the perfect balance of handling day-to-day office tasks, supporting the Executive Director, and keeping our financials in check—all while having fun in a dynamic, nature-focused environment. If you're someone who enjoys researching solutions independently and staying on top of details, this could be the role for you!

What You'll Be Doing:

- **Financial Superhero:**
 - Help with bookkeeping, keeping track of accounts payable and receivable
 - Process payroll and reimbursements for staff and volunteers
 - Manage financial records and prepare reports with precision
 - Assist with budget tracking and financial forecasting to ensure we stay on course
- **Office Operations Ninja:**
 - Keep our office stocked with supplies and looking great
 - Maintain our filing systems (digital and physical) with a keen eye for detail
 - Bring administrative support for the Executive Director
 - Lend a hand with event logistics and planning as needed
- **Researcher Extraordinaire:**
 - Take on the task of researching inquiries and responding with helpful, independent solutions
 - Help keep our office efficient and organized—your input will make a real difference!

What We're Looking For:

- A minimum of 2 years of experience in office administration or bookkeeping
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Knowledge of QuickBooks Desktop or similar financial software is a plus
- Exceptional organizational skills and a sharp eye for detail
- The ability to juggle multiple tasks and deadlines without breaking a sweat

- A self-motivated go-getter who can take the initiative and figure things out on your own
- Excellent written and verbal communication skills

Why Columbia Springs?

Join us in a beautiful, nature-driven environment where every day is a chance to make an impact! You'll be part of a supportive, collaborative team, working on meaningful projects that help our community connect with nature.

To Apply:

We'd love to hear from you! Please submit your resume and a cover letter telling us why you're the perfect fit for this role. Deadline is February 14th, 2025. Send all materials saved as one PDF document, and any questions, to our Executive Director, Katherine Cory at katherine@columbiasprings.org

Columbia Springs is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.