



818 Commercial Street, Suite 203
Astoria, OR 97103
www.columbiaestuary.org

Columbia River Estuary Study Taskforce Job Announcement Accounting and Executive Support Specialist

The Columbia River Estuary Study Taskforce (CREST) is hiring for our Accounting and Executive Support Specialist position. CREST is a small Council of Governments focused on watershed restoration, natural resource management and land use planning in Oregon and Washington surrounding the Columbia River Estuary.

The Accounting and Executive Support Specialist position is based in our office in Astoria and is a part-time position working 30 hours per week. The position reports to CREST's Director of Finance and Operations. Salary range is \$26 - \$28/hour depending on experience.

The Accounting and Executive Support Specialist is responsible for accounts payable, payroll, and records archiving, administrative and office support activities, and providing executive assistance.

Major Responsibilities will include:

Accounting

- Accounts payable
- Payroll, quarterly and year end reports
- Date stamp checks and give them to the Director of Finance and Operations to receive funds into QuickBooks
- Maintain and balance petty cash
- Banking
- Monthly journal entries
- Participate in the annual audit
- End of year W2's and 1099's

Office Support

- Open and distribute incoming mail
- Add job postings, RFP's, news articles, and staff updates on the website
- Collaborate with staff to update CREST's website and complete data entry for mapping of habitat restoration projects or other website tasks
- Coordinate CREST Council meetings by gathering staff reports and putting together an informational packet to send to all CREST Council Members and staff prior to the meeting
- Act as official minute recorder at the meetings
- Manage and organize meeting minutes, resolutions, and other documents for all CREST Council meetings and any CREST Council Committee Meetings
- Maintain and update library database, re-organize library as needed, handle publication requests, add new materials to library when needed

- Maintain telephone system and coordinate with telephone company and CREST staff regarding issues and updates
- Archive records, maintain records and manage storage and disposal based on contract and grant requirements
- Provide support for the Director of Finance and Operations and Executive Director as needed
- Keep general office spaces and tables (conference room, lunchroom, supply room, supply closets) neat and clean
- Manage the maintenance for CREST vehicles. Take in for oil changes and other maintenance
- Organize and keep all maintenance records for all CREST vehicles
- Create content, manage and update social media (Facebook, Instagram, and LinkedIn) pages
- Update fixed assets list as needed
- Maintain vendor list in QuickBooks
- Store and rotate server backup hard drives

Executive Support

- Provide executive support to the Executive Director
 - Assist the Executive Director with scheduling, organizing meetings, managing contact lists, taking and organizing meeting minutes, project research, coordination, and other support tasks
 - Assist the Executive Director with media outreach and press releases
 - Assist the Executive Director with planning and implementing CREST's 50-year anniversary celebration events and outreach in 2025-2026

Education and Experience and Skills Position Requirements:

- Minimum of three years of experience doing accounts payable, payroll processing, and administrative support
- Excellent interpersonal, communication, customer service, and time management skills
- Must have experience in QuickBooks Desktop accounting software and Microsoft Office
- Experience using Excel spreadsheets
- Highly detailed oriented
- Self-motivated with the ability to work accurately and independently
- Able to work well with others in a collaborative, cooperative environment as a team player

CREST offers a competitive salary (\$26 – \$28 per hour) depending on qualifications and an excellent benefit package (medical, dental, vision, deferred compensation).

To Apply

All applicants **MUST** submit a CREST Job Application form available on our website, www.columbiaestuary.org, a cover letter detailing why you want the position and how your background and experience meet the skills and qualification requirements, and resume to Mandy Flaitz at mflaitz@columbiaestuary.org. Applications are being accepted until the position is filled.

CREST will begin reviewing applications on October 28, 2024.