



Position Description

Position Title: HR, Accounting and Admin Assistant

Reports to: Director of Finance

Status: 0.5 FTE, non-exempt

POSITION SUMMARY

About Greenbelt Land Trust

Greenbelt Land Trust is an accredited land trust based in Corvallis, Oregon. We are honored to have been listed within the top 100 Best Nonprofits to work for in Oregon. Since 1989, we have protected over 3,700 acres of native prairies, forests, floodplain habitats, trails and working lands.

Our vision is a thriving, healthy environment for all and our work is oriented around three strategic areas: climate resilience, community wellbeing, and social justice. We believe that by protecting and taking care of the lands and waters of the Willamette Valley, we will all be better off. Our air and water will be cleaner, our fish and wildlife more abundant, our working lands more productive, and our communities, families, and children will be healthier. That's the vision that we've been making a reality for 34 years in the Willamette Valley.

We are enthusiastically launching our search for our next team member to help carry this work forward.

The Role of the HR, Accounting and Admin Assistant

This position will coordinate all human resources including onboarding and offboarding employees, managing personnel files (electronic and paper), coordinating policy updates as needed related to HR (employee handbook, for example), and be the primary point of contact with the HR consultants (Cascade Employers). This position will receive, coordinate approval of, and process payments for all accounts payable in a timely manner. They will manage the employee credit cards including requesting new cards when needed, collecting original receipts after they have been approved and coded by staff. They will also maintain vendor files. This position will also oversee all insurance, both employee and organizational insurance. This will include getting annual renewals together, updating/adding new employees and vehicles to auto insurance.

This is a new position to the organization so will require initiative to help define and clarify roles and responsibilities.

All positions at Greenbelt Land Trust are active in the organization's commitment to equity, diversity, and inclusion (EDI), and will participate in efforts to integrate the values of EDI into Greenbelt's daily operations and program governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General accounts payable functions: (40%)

- Check, verify and process invoices according to specific deadlines
- Prepare payments for signature
- Sort, code and enter accounts payable data
- Reviews and verifies employee charge card usage
- Analyze discrepancies and unpaid invoices
- Maintain vendor files

Human Resources functions: (35%)

- Coordinate relationship with HR consultants (Cascade Employers)
- Oversee all aspects of onboarding/offboarding of employees
- Manage personnel files
- Manage policy updates as needed
- Manage employee insurance including getting annual renewals and updating/adding employees as needed

General admin support and office management: (25%)

- Oversee general administrative projects as needed, for example:
 - Research digital signature procedures and then train staff
 - Company-wide password management
 - Oversee building move logistics including internet/data network/IT coordination with our IT consultants
- Manage organizational insurance including getting annual renewals
- General management of office equipment and supplies

QUALIFICATIONS

- Organized
- Attention to detail
- Strong interpersonal skills
- Team player
- Problem solver

PREFERRED

- Experience with financial software or databases
- Knowledge/experience in non-profit management
- Knowledge of human resources
- Experience in implementing and supporting EDI initiatives

COMPENSATION

Starting wage range is \$24.20 – 26.00/hour DOE. Greenbelt Land Trust provides a group health plan, dental, vision, and short- and long-term disability benefits, retirement, and generous paid time off. This is a part-time non-exempt position, based in Corvallis, Oregon. Greenbelt Land Trust is an equal opportunity employer. We are committed to a diverse and equitable workplace and encourage people from underrepresented groups to apply.

TO APPLY

With 'HR, Accounting and Admin Assistant' in the email subject line, email a cover letter and resume, contact information for three references, and a 250-word statement on why equity is an important value in your personal and/or professional life to:

jobs@greenbeltlandtrust.org (Applications are only accepted electronically)

Deadline: July 31st, 2023. This position will remain open until filled.

*Please specifically address these points in your cover letter:

1. Your experience managing multiple projects with competing deadlines.
2. Your experience in implementing and supporting DEIJ initiatives especially in the human resources realm