

Oregon Country Fair

Bookkeeper Job Description

Job Title:	Bookkeeper	FLSA Classification:	Exempt
Reports To:	Executive Director	Travel Required:	No
Location:	442 Lawrence, Eugene OR. 97402	Position Type:	Full-Time
Level/Salary Range:	\$45,000 to \$50,000 per year		
HR Contact:	Executive Director	Date posted:	3-10-25
Will Train Applicant(s):		Posting Expires:	3-31-25
External posting URL:	www.oregoncountryfair.org		
Internal posting URL:	www.oregoncountryfair.net		

Scope of Job Description for AM:

The **Bookkeeper (BK)** works with the other managers of the Oregon Country Fair, a 501(c)(3) non-profit as directed and specified in the job description. The OFM works with Fair family and outside agencies to ensure successful business operations. The OFM manages all accounting and and helps with additional events, such as the Teddy Bear Picnic and Spring Fling, as directed by the Executive Director.

OCF Employee Job Description Documents: The OCF employee positions and job descriptions represent a framework or matrix of roles and responsibilities within the complex and multifaceted culture of the organization. The ability to delegate to applicable employees and volunteers ensures that essential functions are fulfilled.

MISSION *The Oregon Country Fair creates events and experiences that nourish the spirit, explore living artfully and authentically on Earth and transform culture in magical, joyous and healthy ways.*

BOOKKEEPER POSITION The Bookkeeper is appointed by, and serves at the will of, the ED who has the authority to modify the BK's job description or assign other duties as needed. The BK oversees the day-to-day financial administration. The BK assists in a variety of capacities, as needed, during Oregon Country Fair (OCF) events.

The BK is supervised and evaluated annually by the ED.

ESSENTIAL DUTIES

The BK works with a high degree of independence and fosters a positive work environment including support to a team structure, establishes and maintains cooperative working relationships with staff, volunteers, and the public and uses good judgment and makes prudent decisions at all times. The BK uses discretion in recognizing their scope of authority and applying confidentiality where appropriate. To successfully fulfill their duties, the BK needs to exhibit a familiarity with and affinity for OCF's culture, values, and history.

Communications

- Answers correspondence and inquiries from the public, volunteers, and others as applicable and appropriate.
- Coordinates and manages information flow, including official policies, among and between the Board of Directors, staff, crew coordinators, committees, the general membership, and designated groups.
- Establishes and maintains cooperative working relationships with staff, members, volunteers, and the public.
- Reflects the goals, values, and policies of the organization in all communications.

Finances

- Performs all financial duties including, but not limited to:
 - Accounts payable and receivables, data entry, posting credit card charges, and posting and making deposits.
 - Assembling, maintaining, and distributing reports of data, records, financial statements, and budget reports.
 - Bookkeeping in QuickBooks and other organizational financial systems.
 - Collecting and organizing materials for annual financial reviews and tax preparation.
- Assists crews as applicable with the administration of budgets, policies, problem solving, and task completion.
- Monitors and reviews financial records as well as conduct reconciliations of sales and inventory items as directed.

Operations and Systems Planning

- Performs receptionist duties to back-up Office Assistant on occasion, including answering the telephone and assisting with walk-ins.
- Supervises and positively motivates, directs, and/or trains employees and volunteers.
- Foster a workplace safety culture.
- Develops performance measures for service providers and monitors compliance, as applicable to position.
- Records and implements OCF Bylaws, guidelines, and BOD policies.
- Maintains record keeping systems and archives.
- Researches, recommends, develops, and maintains office systems for staff and volunteers.
- Secures repair services when in-house abilities or time constraints exist. Assigns and directs activities of service and repair personnel and follows up on repairs being made.
- Manages, maintains, and secures inventory and equipment as applicable to position and duties.
- Assists in the development and maintenance of operational, policy, and procedural manuals and guidelines.
- Creates, implements, and manages systems for timely delivery of forms, reports, and notices.
- Works with other management in the development and maintenance of a manual of existing and new operations procedures and policy.
- Organizes and facilitates special events including the Spring Fling and Annual Picnic with the assistance of volunteers and other employees.
- Participates with the management team which includes the managers and BUMs.
- Manages and facilitates use of office resources for coordinators and committees.
- Attend staff, committee, and volunteer meetings as directed and appropriate.

QUALIFICATIONS AND EXPECTATIONS**Education and Experience**

- Educational, training, or experience level as appropriate to position and duties.
- At least one year accounting training, education, or experience.
- At least one year experience with QuickBooks in an accounting or bookkeeping role.
- At least two years of relevant experience in a business or nonprofit work environment.
- Experience working for a non-profit Board of Directors or similar governing body.
- Experience working with and motivating groups of volunteers.
- Some higher education or training preferred.

Office Skills and Management Expectations

- Ability to develop, implement, and maintain paper and electronic systems for effective year-round operations.

- Ability to organize, plan, facilitate, direct, and delegate.
- Ability to type minimum of 45 words per minute.
- Functional knowledge of office systems and procedures.
- Demonstrated proficiency and knowledge of word processing, database, spreadsheet, accounting, and presentation software programs as applicable to position.
- Good working knowledge of office equipment and telephone systems.
- Maintain a positive attitude and desire to assist visitors, users, and volunteers at OCF properties and activities.
- Solicit ideas and create an open and collaborative atmosphere.
- Prudently manage delegated budget resources and OCF assets.

Interpersonal Skills and Communication

- Cultural Competency - Experience with people from varied backgrounds; ability to work effectively with others and to promote and achieve good relations with ethnically, socially and economically diverse communities.
- Ability to work effectively, tactfully, and courteously with others, including patrons & guests, in all situations.
- Strong oral and written communication skills, including proofreading.
- Ability to communicate effectively in a variety of situations.
- Skills in leadership as appropriate to position and responsibilities.
- Ability to solve complex problems.

Work Schedule and Working Conditions

- Works from the OCF town office year-round and will be provided office space at the OCF site when necessary.
- Expected to work nights and weekends throughout the year as needed for work with committees.
- Attends all appropriate meetings and serves as liaison among and between designated crews and committees.
- On-site working conditions require the use of communication equipment including two-way radios and other equipment deemed necessary.
- Must be able to lift and carry a personal computer and other office equipment or materials after reasonable accommodations have been provided.
- Driving a vehicle may be required to fulfill job duties and possession of a valid driver's license is required.

Oregon Country Fair is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Oregon Country Fair makes hiring decisions based solely on qualifications, merit, and business needs at the time.