



Grants and Finance Associate Job Description

Position Title: Grants and Finance Associate
Reports to: Director of Finance and Operations
Status: Full-time, Exempt
Compensation: \$47,627 - \$59,533 Annual Salary DOE

This full-time, exempt staff position reports to the Director of Finance and Operations. Compensation will include a salary between \$47,627 and \$59,533 and a supportive benefits package including health, dental, vision, short-term and long-term disability, and life insurance. McKenzie River Trust offers a competitive PTO package starting at 3 weeks of paid vacation, 2 weeks of paid sick leave, and 10 floating holidays per year. McKenzie River Trust offers a Simple IRA retirement benefit with up to a 3% employer match contribution. McKenzie River Trust completed a pay equity analysis in 2023, resulting in a new pay scale system that looked at a market rate comparison and internal comparison to ensure we are offering the most competitive compensation package possible. We do not anticipate negotiating compensation as a result of this pay equity analysis to ensure equity of pay internally and across our local sector.

Role of the Grants and Finance Associate

The Grants and Finance Associate supports the recording, tracking, and reporting fiscal information for McKenzie River Trust. This includes AP/AR, time-keeping and payroll, grants, and budget development and management. The associate will work closely with the Director of Finance and Operations to ensure timely fiscal information is readily available and accessible to the Board, staff, and funders.

Essential Duties for the Grants and Finance Associate

1. Data entry and management for AP/AR

- Processing invoices
- Credit card utilization and payment management

2. Grants Fiscal Management

- Track grant-related expenses promptly within the budget reporting system
- Produce regular reports for staff managing grant-supported projects
- Provide support for grant reporting and grant application budget development

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- Project manage grant applications, identifying team members and assigning technical writing support while ensuring grant information makes it into applications and portals
- Assist in data entry for grants in Salesforce
- Generate and lead invoicing for contracts and grants, work collaboratively with staff to ensure all reporting requirements are met for secured funds

3. Payroll Support

- Support accurate and timely recording of payroll information in the financial management system
- Support compatibility between the Trust's timekeeping software and financial management system
- Support managers in approving time allocations to the correct GL Codes and ensure organization handbook policies are applied equitably

4. Insurance

- Ensure that all capital assets and organizational liabilities are up-to-date in insurance agreements
- Ensure that annual reports for insurance renewal are accurate and complete, including worker's compensation reporting
- Manage open enrollment for McKenzie River Trust employees
- Ensure contractor insurance and W9s meet organizational needs and specified needs in written contracts, MOUs, and Grant Agreements
- Assist in organizational risk and liability mitigation by assisting in reviewing program activities, insurance, and contract management

5. Fundraising support

- Collaborate with the Data Systems Administrator on reconciliation to ensure consistency between the financial management system and the Trust's donor and projects management database (Salesforce).

6. Budget Support

- Provide timely data for the development of the annual organizational budget

Knowledge, Skills, and Abilities

- Expertise in accounting software, including QuickBooks
- Competent with standard computer software, including Microsoft Office Suite, Zoom, Slack, and Google Suite.
- Practical problem-solving and organizational skills
- High attention to detail

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- Database management and data entry experience (McKenzie River Trust uses Salesforce and LOCATE)
- Ability to work with diverse people and develop positive working relationships
- Ability to work under pressure with tight deadlines
- Experience with project budgets (creation and tracking), non-profit accounting practices, and fundraising
- Comfortable working independently while managing multiple complex projects
- Willingness to work occasional evenings and weekends
- Commitment to collaborative teamwork, both in person and in a hybrid remote work environment

Working Conditions and Physical Effort

The Grants and Finance Associate will work primarily from an office in Eugene, Oregon. Limited hybrid work accommodations are available for this position.

The McKenzie River Trust is committed to cultivating an inclusive work environment and providing equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law. In accordance with the Americans with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or impose undue hardships on the organization. The McKenzie River Trust maintains its status as an at-will employer.

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