



Bookkeeper Job Description

Position Title: Bookkeeper
Reports to: Director of Finance
Status: Full-time, Exempt
Salary: \$65,000-\$75,000 DOE

To Apply: Please prepare a resume and cover letter describing your interest, addressed to Allegra Burdick, Director of Finance. Send your letter and resume, combined into one PDF no longer than four pages total, via email to jobs@mckenzieriver.org with "Bookkeeper" in the subject line of your email. Employment is contingent upon the successful completion of a background check. McKenzie River Trust is an Equal Employment Opportunity employer. For more information about us, please visit www.mckenzieriver.org.

Hiring Timeline and Process: Originally posted on September 18th, 2026, this is a rolling application process with reviews beginning two weeks after the post date and applications accepted until the position is filled. McKenzie River Trust typically conducts a remote interview via Zoom, a second interview, a writing exercise, and a final in-person meet-and-greet with the staff before a formal offer is made. The McKenzie River Trust hiring process can take up to two months. The Hiring Manager will keep applicants informed throughout the process.

Position Summary

The Bookkeeper is responsible for the accurate and timely management, recording, reconciliation, and reporting of financial information for McKenzie River Trust (MRT). This position exercises independent judgment in managing day-to-day accounting operations, financial systems, payroll, grant accounting, reconciliations, reporting, and budget administration.

The Bookkeeper works closely with the Director of Finance and colleagues across the organization to ensure the integrity of financial information, effective financial controls, compliance with organizational policies and applicable requirements, and the availability of timely financial information to support organizational decision-making.

The position serves as a resource to staff on financial procedures and systems and is expected to identify issues, resolve discrepancies, recommend improvements, and independently manage multiple priorities and deadlines.

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Mailing Address: PO Box 1451 Eugene OR 97440



Essential Duties and Responsibilities **Accounting & Financial Management**

- Independently manages day-to-day bookkeeping functions, including accounts payable, accounts receivable, general ledger transactions, journal entries, donations, deposits, reconciliations, and financial reporting.
- Maintains accurate and complete financial records using MRT's accounting system, currently Sage Intacct.
- Manages vendor and grantor records, including account setup, updates, documentation, and payment-related information.
- Reviews and resolves payment discrepancies, billing issues, account variances, and other accounting matters, coordinating with staff, vendors, and external partners as appropriate.
- Reviews, processes, and reconciles staff expenses and reimbursements through MRT's expense management system, currently RAMP, and ensures transactions are accurately reflected in Sage Intacct.
- Conducts timely and accurate reconciliations of bank, investment, credit card, and other financial accounts and researches and resolves discrepancies.
- Records incoming deposits and works with Development staff to reconcile deposits with Salesforce records.
- Applies MRT's accounting protocols for tracking restricted and unrestricted funds and ensures that financial activity is accurately classified and documented.
- Maintains accurate accounting for restricted donations, grants, and contracts and prepares related invoices and financial reports.
- Supports month-end and year-end close processes, including reconciliations, journal entries, supporting documentation, and review of account activity.
- Prepares and distributes recurring financial reports for leadership, program managers, and other stakeholders and provides timely financial information to support organizational decision-making.

Grants, Budgets & Financial Planning

- Manages financial tracking and billing associated with grants and contracts, including preparation of grant invoices and related financial reports.
- Supports the Director of Finance in developing, entering, maintaining, and monitoring organizational and program budgets in alignment with MRT's strategic plan.
- Provides financial information and analysis to assist staff and leadership in monitoring project budgets, grant expenditures, and financial performance.

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- Identifies discrepancies, trends, and potential issues and communicates relevant information to the Director of Finance and appropriate staff.
- Participates in improving financial systems, procedures, and processes to strengthen efficiency, accuracy, and internal controls.

Payroll & Employee Financial Records

- Independently prepares and processes monthly payroll using MRT's payroll system, currently ADP.
- Reconciles payroll records and related accounts between ADP and Sage Intacct.
- Ensures employee changes are accurately reflected in payroll systems and that benefits, insurance, tax, and other payroll-related information is properly maintained.
- Maintains payroll records and supporting documentation in accordance with organizational policies and applicable requirements.
- Exercises appropriate discretion in handling confidential payroll and employee financial information.

Financial Compliance & Organizational Support

- Supports the annual organizational audit by preparing schedules, documentation, reconciliations, and other requested financial information.
- Reviews contracts from a financial and administrative perspective and participates in the review and approval process for new contracts.
- Supports the preparation of financial statements and other financial materials for Board and staff review.
- Prepares and submits annual contractor 1099 filings.
- Supports preparation of the Trust's annual Form 990 filing.
- Creates, maintains, and updates documentation of MRT's financial controls, procedures, and accounting processes.
- Provides guidance and support to staff regarding financial policies, procedures, systems, budgets, and appropriate financial practices.
- Identifies opportunities to improve financial processes and systems and participates in system implementations and other organizational projects as needed.
- Performs other duties and assumes additional responsibilities as needed in support of the Trust's mission and organizational priorities.

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Supervisory Responsibilities

This position has no direct supervisory responsibilities. The Bookkeeper provides guidance and support to staff on financial procedures, systems, and organizational financial practices, and serves as a resource for questions about financial processes.

Education & Experience

- Associate's degree in Accounting, Finance, Business, or a related field, or an equivalent combination of education and relevant professional experience.
- At least three years of progressively responsible bookkeeping or accounting experience.
- Experience with nonprofit accounting strongly preferred.
- Experience managing project budgets, grant accounting, or fundraising-related financial activity preferred.
- Experience participating in financial system implementations or process improvements preferred.

Knowledge, Skills & Abilities

- Advanced proficiency in Microsoft Excel and strong working knowledge of accounting and payroll systems; experience with Sage Intacct, ADP, and RAMP preferred.
- Strong understanding of bookkeeping, account reconciliation, financial reporting, payroll, budgeting, and internal financial controls.
- Strong organizational, analytical, and problem-solving skills, with the ability to independently research issues, exercise sound judgment, and determine appropriate solutions.
- Exceptional attention to detail and commitment to accuracy, confidentiality, and maintaining complete financial records.
- Ability to interpret financial information, identify discrepancies or potential concerns, and communicate findings clearly to staff and leadership.
- Ability to manage multiple complex projects, competing priorities, and deadlines with limited day-to-day supervision.
- Ability to work independently and make decisions within established policies, procedures, and organizational objectives.
- Ability to develop and maintain positive working relationships with individuals across diverse roles, backgrounds, and levels of the organization.
- Strong communication and interpersonal skills and a commitment to collaborative teamwork in both in-person and hybrid work environments.
- Demonstrated discretion and sound judgment when working with confidential financial and employee information.

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- Willingness and ability to take on responsibilities beyond the immediate scope of the position when doing so supports the mission and interests of the Trust.

Working Conditions & Physical Requirements

The Bookkeeper works primarily from an office base in Eugene, Oregon, with hybrid work options available. The physical demands and work environment described below are representative of those an employee encounters while performing the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Prolonged periods of sitting or standing at a desk and working on a computer.
- Regular movement throughout the workday in an office environment.
- Ability to occasionally lift, carry, push, and/or pull up to 20 pounds.
- Frequent communication throughout the day via email, Slack, phone, and other electronic communication tools.
- Repetitive tasks, including typing and data entry.
- Occasional evening and weekend work may be required.
- Typical noise level is quiet.

Equal Employment Opportunity & At-Will Employment

The McKenzie River Trust is committed to cultivating an inclusive work environment and providing equal employment opportunities to all employees and applicants 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, or local law.

In accordance with the Americans with Disabilities Act, requirements may be reasonably modified to accommodate individuals with disabilities. No accommodation will be made that poses a serious health or safety risk to the employee or others or that creates an undue hardship for the organization.

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