



LOMAKATSI.ORG P.O. BOX 3084 ASHLAND, OR 97520 541 488 0208

## **Job Announcement – Grants and Contracts Administrator**

### **Overview**

Lomakatsi Restoration Project, a non-profit forest and watershed restoration organization based in Ashland, OR, seeks a full-time Grants and Contracts Administrator to join our growing team. This position will be an integral part of the accounting and finance team, supporting Lomakatsi's work implementing landscape-scale forest and watershed stewardship initiatives across Oregon and Northern California.

The Grants and Contracts Administrator will be responsible for facilitating all stages of grant, contract, and agreement processes for the organization, including onboarding, diligent record maintenance, and required reporting. The preferred applicant will have experience in an accounting setting, ensuring proper billing and monitoring of awards and associated expenditures. Experience with non-profits, and/or federal, state, grant, and philanthropic funding is a plus. This position reports to the Senior Accountant with duties and tasks prioritized by Lomakatsi's finance and executive management team. Collectively, this team is responsible for administering all of the organization's financial needs, including assisting with the month-end close, tracking diverse funding sources, budgeting monitoring, payroll, compliance, and advancing best financial practices.

Lomakatsi is excited to expand our organization as we work with a wide range of federal, state, tribal, and non-profit partners to create fire-adapted ecosystems and build the resilience of diverse communities. We are committed to advancing diversity, equity and inclusion within our organization and wherever we work. This position is based at our office in Ashland, OR.

### **Duties and Responsibilities**

- Maintain grant/contract records—including from federal, state, and private philanthropic foundation sources—in a timely and accurate manner
- Develop and maintain a dashboard for project manager/director use
- Facilitate and participate in new grant, contract, and agreement onboarding meetings
- Prepare qualified award expenditures and forward for payment, including:
  - Match with pre-approval (purchase order) or obtain proper approval
  - Code to proper grant/contract
- Prepare monthly invoices for grant/contract work completed within 20 business days of month end, or other established deadlines
- Monitor all grant/contract requirements to ensure compliance
- Monitor receivables for aging and follow up in timely fashion to ensure stable cash flow
- Monitor open agreements and requisitions for proper recording if necessary (particularly major expenses, such as subcontractors)
- Assist with financial analysis needed for new applications
- Develop and maintain the organization's contract standards and templates
- Maintain a complete record of all open/executed contracts with vendors/service providers
- Other duties as assigned

### **Qualifications, Experience and Skills**

- Minimum of a bachelor's degree in Accounting (preferred), Finance, Business Administration, or a related field — or demonstrated equivalent work experience
- At least 3-5 years of experience relevant to stated job responsibilities
- Working knowledge of accounting systems; QuickBooks experience is a plus

- Excellent MS Office skills, especially Excel and Word, with ability to quickly learn new software
- Experience with federal or state grants, agreements, and contracting preferred
- Experience with non-profit grant and contract management is a plus
- Ability to execute responsibilities in a highly accurate and timely manner
- Strong numerical aptitude and attention to detail
- Excellent communication skills, both written and verbal
- Detail-oriented, well organized, and able to juggle multiple priorities
- Ability to work independently and as a member of a team
- Ability to interact with diverse staff, community members and partners with kindness and integrity – must be culturally agile
- Ability to maintain confidentiality and exercise discretion

### **Benefits Package**

Lomakatsi strives to provide competitive salaries and benefits within the nonprofit community.

- This is a full-time, hourly (non-exempt) position with annual compensation range of \$60,000 to \$70,000 depending on skills and experience
- Paid medical, and dental plan
- Paid vacation and 11 paid holidays
- 401K retirement plan

### **To Apply**

Please provide:

- Cover Letter and Resume
- Three current professional references

Send to [jobs@lomakatsi.org](mailto:jobs@lomakatsi.org) with subject “Grants and Contracts Administrator”. No phone calls please.

Due to the high number of applicants, only considered applicants will be contacted for an interview opportunity. We are looking to fill this position quickly; if interested, please apply ASAP.

### **About Lomakatsi**

Lomakatsi is a non-profit organization that develops and implements forest and watershed restoration initiatives, programs and projects throughout Oregon and Northern California. Our mission is to restore ecosystems and the sustainability of communities, cultures, and economies. For over 27 years, Lomakatsi has implemented ecosystem restoration projects across thousands of acres of forests and miles of streams. We work closely with federal, tribal, state, municipal and non-profit partners to build innovative, collaborative stewardship initiatives across all-lands. Lomakatsi is currently managing eight landscape-scale terrestrial and aquatic restoration agreements with projects in various stages of development, working across watersheds in two states and ten counties. Our science-based restoration work enhances wildlife habitat, helps safeguard ecosystem services, and reduced the risk of wildfire to communities. We serve as a lead partner and sponsor on several nationally-recognized projects and initiatives.

Lomakatsi also brings added capacity to address socio-economic challenges for rural forest- and rangeland-based communities, by layering in our education, tribal partnerships, and workforce training and development programs into initiatives and projects. Through the operation of 10 programs, our staff of restoration practitioners, foresters, ecologists, workforce trainers and educators work to increase community understanding and involvement in forest and watershed restoration. Learn more at <https://lomakatsi.org/>.