



OPEN POSITION: Office Manager

RESPONSIBILITY:

Cascade Environmental Group (Cascade) is an environmental consulting firm seeking an office manager. We are seeking someone with exceptional attention to detail and adept at managing and prioritizing multiple tasks to assist our small (currently seven employees) and growing office in a range of duties to assure the office runs smoothly. In addition to general office management, required skills include experience in human resources, payroll, bookkeeping, and managing quarterly and end of the year tax requirements. Knowledge of Word, Excel, Adobe Acrobat, are essential. Document editing/proofing skills are highly desirable. Candidates who have experience in a combination of QuickBooks, Payroll, time tracking software, and human resources are strongly preferred.

Qualified applicants are encouraged to visit www.cascadeenv.com to learn about Cascade.

QUALIFICATIONS AND DESIRED SKILLS:

- 3+ years Office Manager or similar experience required
- 3+ years experience in Accounts Payable/Receivable and financial reporting is preferred
- A 4-year college degree is preferred
- Project-based industry experience background and knowledge preferred (Consulting, Natural Resources, Construction, Engineering, Design)
- Quickbooks and accounting experience required
- Payroll (ADP, Wells Fargo, or other) experience required
- MS Excel, Outlook and Word experience required
- ClickTime or other timekeeping software reports experience preferred
- Strong organizational skills: detail-oriented; ability to prioritize and manage several tasks efficiently, accurately and timely; ability to meet multiple deadlines, and ability to quickly shift priorities and adapt to change
- Demonstrated self-initiative and a willingness to improve or enhance responsibilities of the position
- Ability to use and maintain copy machine, telephone, and other essential office equipment
- An interest in ecology or environmental issues strongly preferred
- Ability to screen Excel spreadsheet for formula and content consistencies
- Ability to screen Word documents for typos, formatting, and content consistencies is strongly preferred
- Ability to redirect work tasks in a dynamic, project-based deadline work environment in tandem with monthly billing cycles
- Ability to identifying complex problems and review related information to develop and evaluate options and implement solutions
- Ability to jump in where needed

ATTRIBUTES:

Self-motivated, problem solver, self-directed, an excellent eye for detail, professional in conduct, quick to learn; possesses a positive attitude; trustworthy. The candidate must pass a background check.

PREFERRED START DATE: June 24, 2019.

WORK SCHEDULE: 20-30 hours per week; Monday – Friday. The work schedule is flexible with an option of home-based work for a portion of the work week

LOCATION: NW Portland, Pearl District

PAY: \$22-24 per hour, depending on experience and skills

BENEFITS: Health benefits, Employer Matched Simple IRA, Vacation Time and Sick Leave (at 30 hrs and pro-rated)

Cascade is committed to providing equal employment opportunities to all persons regardless of race, color, religion, ancestry, sex, national origin, marital or veteran status, physical or mental disability, on-the-job injuries, age, sexual orientation, source of income, or any other legally protected status.

Cascade is an Equal Opportunity Employer. We abide by the requirements of 41CFR 60-300.5(a). We encourage women, minorities, persons with disabilities, and veterans to apply.

APPLICATION

To apply, email cover letter, resume, and answers to supplemental questions to scannizzo@cascadeenv.com.

SUPPLEMENTAL QUESTIONS

1. Give an example a time when you were slow in a previous position, and the initiative you took to fill that time productively.
2. Describe a situation in which you were able to effectively read another person and guide your actions by your understanding of their needs and values.
3. Tell about a time when you made a mistake which caused you to lose valuable time on a project. How did that event alter your initial plan, and how did you get the project back on track?
4. Give an example of a time when there was a decision to be made and procedures were not in place. How did you come to a decision, and how did you feel about the results?