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[www.cascadiagbc.org](http://www.cascadiagbc.org)

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A CHAPTER OF THE US & CANADA  
GREEN BUILDING COUNCILS



## Job Announcement

### Full Time Bookkeeper/Office Manager

The Cascadia Region Green Building Council (Cascadia) seeks a Bookkeeper/Office Manager for its Portland, Oregon office. Cascadia's mission is to promote the design, construction and operation of buildings in Oregon, Washington and British Columbia that are environmentally responsible, profitable and healthy places to live, work and learn. The Bookkeeper/Office Manager reports to the Chief Operating Officer (COO). The position is full-time, permanent and exempt.

Cascadia is a dynamic and fast-growing non-profit with a critical environmental mission. The successful applicant must have a strong passion for the environment, great judgment, strong interpersonal and organizational skills, and must understand the needs of busy executives. The ability to work independently without much supervision is critical. This position requires someone who can effectively manage multiple schedules, deadlines and demands with a positive, can-do attitude.

### RESPONSIBILITIES AND DUTIES

1. Manage day-to-day bookkeeping with Quickbooks Non-profit 2007 Premier Edition including accounts payable, accounts receivable, tracking donor information, and reconciling bank, on-line payment, and credit card statements. Cascadia has operations in the US and Canada, requiring currency translation and merging of US and Canadian financials.
2. Communicate clearly and consistently with other staff to ensure that the financials accurately reflect the activities of the organization.
3. Allocate retirement fund contributions for staff through a web-based interface
4. Create and maintain systems to streamline and ensure accuracy and security of the accounting process
5. Collect timesheets from all staff and input information into QuickBooks
6. Assist with organizational budgeting
7. Assist with the preparation of information for annual financial audit, 990, and Canadian tax filing
8. Produce financial reports for grant reporting and organizational management
9. Monitor account balances
10. Maintain Human Resources files to ensure compliance with deadlines and laws
11. Compose and send quality letters, invitations and electronic communications
12. Meet and greet clients and visitors
13. Answer phones
14. Create and maintain hardcopy and electronic filing system for Chief Operating Officer
15. Assist with general office administration, organization and follow-up,



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including but not limited to: photocopying, faxing, mailing, filing, and follow-up phone calls

16. Take detailed notes at meetings and prepare meeting minutes
17. Update and maintain contact database for membership and fundraising
18. Research, price, and purchase office furniture and supplies
19. Book travel, appointments and meetings
20. Other duties as assigned.

## QUALIFICATIONS AND EXPERIENCE

- Friendly, outgoing nature and an eagerness to serve the public interest. A good sense of humor is greatly desired. An ability to go with the flow in a fast pace, high-energy organization is a key to success in this job.
- Demonstrated ability to work with a variety of people representing different organizations, backgrounds and experiences is required.
- Proven organizational skills and project management experience is required.
- A passion and commitment to sustainability and an appetite to learn more about the rapidly evolving field
- 5 years experience working with QuickBooks or similar accounting software
- This position requires someone who is able to manage the needs of a rapidly growing organization and that this person ENJOY change and challenge on a continual basis. The successful applicant will be equally able to create and maintain systems that help make Cascadia more efficient.
- An understanding of and experience with non-profit accounting is preferred.
- Experience with non-profit internal financial audits is preferred.
- Knowledge of green building design, construction strategies, technologies and materials and the ability to articulate the environmental, health, and economic benefits of green building a plus.

## KEY SKILLS

### Required:

1. A strong command of QuickBooks and Excel is essential.
2. Strong ability and affinity for office computer programs with the ability to learn new software applications. This position will require significant interaction with multiple computer programs.
3. Thorough knowledge of proper accounting rules and protocol
4. Polished oral and written communications skills
5. Proven organizational skills and project management experience
6. Knowledge of proper telephone protocol
7. Attention to detail and discretion with confidential information

### Preferred:

1. CPA or other accounting designation/certification
2. Accounting/Finance degree

## SALARY AND BENEFITS

Salary range: Commensurate with experience. Cascadia's generous benefits package includes full health, dental, vision coverage for employee and all legal dependents, 11 statutory holidays and two weeks of paid vacation.



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## WORK SCHEDULE/HOURS

This job is full time salaried and typically 40-45 hours per week, but also requires willingness to work a flexible schedule and may require occasional overnight travel. Typical work hours are Monday through Friday, 8:30 AM – 5 PM, but the nature of the job will sometimes require longer or different hours. Flexible work hours are also negotiable given proper notice.

## APPLICATION PROCESS

This position is available immediately, and is open until filled. There will be an employee orientation and trial period at the beginning of employment. There will also be a one month training period with Cascadia's current bookkeeper at the beginning of employment. If you are interested in applying for this position, please email as attachments: a résumé, 3 references with email and telephone numbers of contacts, and a detailed cover letter (two pages maximum) describing why you are interested in the position and what skills you possess specifically in the areas described above, to Brandon Smith, Chief Operating Officer ([brandon@cascadiagbc.org](mailto:brandon@cascadiagbc.org)). Email questions; no calls please. Not all applicants who meet the minimum qualifications will be interviewed.

Cascadia is an equal opportunity employer and complies with all federal and state laws, regulations, and executive orders regarding equal opportunity. Women, ethnic and racial minorities, and other protected class members are encouraged to apply for this position.

## ABOUT THE CASCADIA GREEN BUILDING COUNCIL, USGBC AND CaGBC

The Cascadia Region Green Building Council (Cascadia) promotes the design, construction and operation of buildings in Oregon, Washington and British Columbia that are environmentally responsible, profitable and healthy places to live, work and learn. The first Chapter of the USGBC and CaGBC, Cascadia has a staff of eight and hundreds of volunteers. For more information, visit [www.cascadiagbc.org](http://www.cascadiagbc.org).

The U.S. Green Building Council is the nation's leading coalition of corporations, builders, universities, federal and local agencies and non profit organizations working together to promote buildings that are environmentally responsible, profitable and healthy places to live and work. The LEED (Leadership in Energy and Environmental Design) rating system is a program of the USGBC. For more information on the USGBC, visit [www.usgbc.org](http://www.usgbc.org).

The Canada Green Building Council (CaGBC) exists to accelerate the design and construction of Green Buildings across Canada. The Council is a broad-based inclusive coalition of representatives from different segments of the design and building industry. CaGBC's vision is a transformed built environment, leading to a sustainable future. For more information, visit [www.cagbc.org](http://www.cagbc.org).