

Friends of the Tualatin River National Wildlife Refuge Complex (FOTRNWRC or “Friends”)

The Friends is seeking a Treasurer to join their organization as an Officer and member of the Board of Directors. This is a terrific opportunity to work with a great group of people dedicated to preserving our natural habitat and educating the local community to the wonderment of the Reserve. The duties of the Treasurer are identified in the Friends bylaws as noted below:

Job Description

Section 4.09. Duties of the Treasurer. The Treasurer shall have charge and custody, subject to the control of the Directors, of all the funds of the corporation and be a member of the Executive Committee, ensure that an up-to-date fiscal report is given at each regular Board meeting in a format approved by the Directors, ensure that reports (such as the 990 and CT-12 Forms or other federal or state law financial documents) are filed in a timely manner, and perform any other duties delegated to the Treasurer by the Board or the President such as managing the budget process and providing input for the annual report. The Treasurer shall work closely with any paid executive staff or member of the Corporation to ascertain that appropriate procedures are being followed in the financial affairs of the Corporation.

Additional Notes:

This is a volunteer position. Board members of the Friends are not compensated. We devote our time in the spirit of connecting with nature and our community, and educating the public in the wonderment of the wetlands that are the Tualatin River National Wildlife Complex. Time commitment is appx 10 – 20 hours per month.

CPA designation and familiarity with QuickBooks desired but not mandatory. Board members are expected to serve a three-year term.

Requirements: Five years finance and accounting experience required, with cycles in budgeting, monthly close, account reconciliation, general accounting operating procedures. Prior experience working at the board level and non-profit experience a plus. You will not be required to do any day-to-day accounting, but will be required to review journals, and prepare the monthly report and financial statements.

About the Friends:

Who We Are: Founded in 1993, FOTRNWC is a community-based nonprofit organization. Unlike most refuges, the Tualatin River National Wildlife Refuge was established due to the vision and hard work of a group of local citizens who saw the value of having a National Wildlife Refuge in the midst of a rapidly growing urban area. The Friends aspire to be a truly inclusive organization that rejects racism in all its forms and embraces cultural and economic diversity. The Refuge is managed by the U.S. Fish & Wildlife Service, under the United States Dept of the Interior.

Friends Website:

[Friends of Tualatin River NWR Home \(wildapricot.org\)](http://wildapricot.org)

Tualatin River National Wildlife Refuge:

[Home - Tualatin River - U.S. Fish and Wildlife Service \(fws.gov\)](http://fws.gov)

What We Do:

Restoration and Preservation: Actively solicit corporations, governments, and foundations to provide funds and encourage volunteer hours toward projects that are critical to maintaining environmental health of the refuge. Provide support on projects such as trail maintenance, removal of invasive species, habitat counts and surveys.

Educate the public to the role that wetlands play in the health of our environment. We engage Portland area schools and provide learning kits to grade schools, support field trips, and provide collaborative family activities.

Advocate as an independent voice and in partnership with the NWRA, CORFA, US Department of Fish and Wildlife, local government, and community in support of the TRNWRC mission.

Community: Hold a variety of programs annually that promote the Refuge and encourage volunteerism, promotes the wonder of the TRNWRC and its preservation.

Events and Services: The annual BirdFest is a major annual event, typically attended by several hundred people and families of all ages. The Friends also educate and assist the public coming to the Visitor's Center (VC) and on the trails (Trail Roving). The Friends operate a Nature Store (NS) with educational materials on the premises of the refuge.

Through the combined efforts of TRNWRC, Fish and Wildlife, and the Friends the number of unique bird species identified has grown from 88 in 1993, to over 210 in the most recent survey conducted in 2021.

Budget: The Friends typical annual operating budget (excluding restoration, preservation, and events) is ~\$100K, which covers the cost of 1 Director level employee, Nature Store operating expenses, administrative expenses and overhead. The Friends typically receives grants from the City of Sherwood and other local city and county agencies to fund the annual BirdFest. Restoration and Preservation projects are typically funded through major corporate grants and other foundational assistance. Member fees collected are ~ \$13.5K, Store Sales ~\$19K, and individual donations ~\$14K. All government grants are related to payroll of additional employees for education and restoration. Corporate donations, grants, and foundational support can range from several thousand, to several hundred thousand per year as need and timing dictate.

Interested persons, please contact:

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