



Sacred Earth Foundation

Ekone Ranch... a place for children of all ages

Ekone Ranch Administrative Assistant Position

Posted April 5, 2017

Sacred Earth Foundation, more commonly known as Ekone Ranch, is looking for that special kind of person who loves number-crunching, spreadsheet-wrangling and the administrative details so important to any organization.

This is a great opportunity to be part of a dynamic, hard-working, fun-loving team committed to stewardship and education. Please do note that this is not a residential position at this time.

Organizational Context

Sacred Earth Foundation is a 501(c)3 nonprofit organization with the mission to hold Sacred Earth lands in trust, steward with reverence, and teach sustainable living to children of all ages. Currently, SEF stewards just over 1000 acres of pine forest and oak savannah in the upper Rock Creek watershed, about 15 miles east of Goldendale, WA.

Our largest program is a children's overnight camp running 9 weeks in the summer, with a focus on horseback riding, wilderness skills, nature immersion, homestead crafts, ranch work projects, community-building, and of course, a lot of fun.

In the spring and fall we host a variety of school field trips, educational programs, retreats and quests for adults and youth. We also host several fundraising events per year, and several weekend workparties per year. Generally, we have at least one program per week from March through November.

We also operate a certified Conservation Burial Ground cemetery on 20 acres of this land.

Applicants should visit www.ekone.org to familiarize themselves with our mission, vision, values, and programs prior to applying.

Desired Qualities

The right "fit" is much more important to us than the perfect resume. We know that specific skills can be learned, given the right general aptitude and frame of mind, especially:

- Diligent attention to detail and enjoyment of minutia
- Friendly relationship with numbers and basic math
- Patience for bureaucracies and customer help lines
- Persistence in tracking down the answers to questions
- Excellent creative problem-solving skills
- Ability to both take direction and be self-directed

Role Accountabilities

With training and support, the Administrative Assistant will take responsibility for the following:

- Organizational bookkeeping in Quickbooks including but not limited to: A/P, A/R, payroll, and bank reconciliation
- Processing bills, payments, and deposits in a timely manner
- Billing and other client communications regarding their accounts
- Monthly financial reports, and as needed for board and management purposes
- Administrative recordkeeping
- Filings to state and federal agencies, including payroll taxes, L&I, UI, B&O, facilitation of Form 990 preparation by CPA, 1099 and W-2 filings for vendors and employees, and annual state charity reports
- Maintain accounting and financial management procedures according to SEF financial policies
- Manage balances in checking and petty cash accounts to ensure availability of needed funds
- Manage online and credit card payments through Merchant Services, CampDoc and Razoo
- Facilitate required documents for new employees, including W-4, I-9, background checks, and employee manual.
- Other general administrative assistance as needed.

Additional office functions, such as IT support, database administration, website management, and registrar functions for both Ekone Summer Camps and White Eagle Memorial Preserve may be included in this role, and/or added over time, depending on the skills and capacity of the person hired, as well as the organizational budget.

This position is supervised by the Executive Director, with oversight by the Finance Committee of the board and support and fiscal training from a professional outside bookkeeping consultant.

All staff must pass a criminal background check.

Hours & Compensation

The starting weekly hours for this position will be between 10 and 19, depending on how the qualifications and interest of the chosen candidate fit with organizational needs. We anticipate future growth opportunities depending on skills, interest, organizational needs, and budget realities.

The hourly wage for this position \$12/hour.

Start Date

We hope to have a new hire begin this job by May 1, for an adequate training and orientation period before our busy camp season begins.

Application Process

To apply, please send a **letter of interest, resume, and three references** to shonie@ekone.org.