



POSITION ANNOUNCEMENT & JOB DESCRIPTION
WABASHA SOIL & WATER CONSERVATION DISTRICT

Job Title:	Bookkeeper/Administrative Assistant	Job Category:	Administrative
Department/Group:	Wabasha Soil & Water Conservation District (SWCD)	Job Hours:	40 hours per week. Times may occasionally vary, as required.
Location:	611 Broadway Ave., Suite 10 Wabasha, MN 55981	Travel Required:	Limited travel within the County and within State required
Level/Salary Range:	\$19.57-\$25.78/hour starting, based on qualifications and experience. Comprehensive Benefit Package	Position Type:	Full-Time
HR Contact:	Terri Peters	Date posted:	August 22, 2019
Will Train Applicant(s):	Experience Required	Posting Expires:	September 11, 2019 4:00 p.m.
External posting URL:	www.wabashaswcd.com		

Complete Applications Accepted By: September 11 at 4:00 p.m., e-mail, or in person (drop off only) at the SWCD office.
****To be considered- Complete package will include cover letter, resume, professional references, and completed application. Include any TAA and/or certifications if applicable. Incomplete submittals will not be reviewed.**
****Applicants selected for interviews will be notified on September 13 and interviews and accounting skills assessment will be scheduled on September 16th.**
Call the SWCD office with any questions (651) 565-4673

E-MAIL:

Terri.Peters@mn.nacdnet.net

Subject Line: District Technician Position

Attention: Terri Peters

MAIL:

Terri Peters

Wabasha Soil & Water Conservation District

611 Broadway Ave., Suite 10

Wabasha, MN 55981

Job Description

GENERAL PURPOSE OF THE JOB

The bookkeeper/administrative assistant is an employee of and is responsible to the Wabasha Soil and Water Conservation District (SWCD). The bookkeeper/administrative assistant is under the supervision of and reports directly to the District Manager. This person will assist the Natural Resources Conservation Service (NRCS) as approved by the conservation district as outlined below. The conservation district manager prescribes duties and may ask the district conservationist to provide daily supervision and training as needed. The bookkeeper/administrative assistant serves as office support for the SWCD and NRCS staff.

The full-time bookkeeper/administrative assistant performs a variety of financial/administrative work to support the activities of the SWCD. Main workload will be district bookkeeping and financial statements. Other duties include maintenance of supply inventories and processing of routine payroll/personnel records, preparation of board-meeting minutes, preparing monthly financial and written reports. Employee is also responsible for general clerical duties, including answering the telephones, responding to inquiries and proper filing. Employee must exercise initiative and independent judgment in all phases of work. Employee must also exercise tact and courtesy in frequent contact with the general public.



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SUPERVISION

This position is under the supervision of the District Manager

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Maintains bookkeeping system according to the guidelines set by the State of Minnesota including: accounts receivable, accounts payable, preparing invoices, follow-up billing, journal entries, sales tax payment, 1099 filing, month end closeout and balance functions, bank deposits and reconciliation, maintains all bank accounts with QuickBooks, and filing system.
2. Generates a variety of financial reports and/or statements for review, including monthly and fiscal year-end financial statements and reports.
3. Prepares District Board agendas, assists with board meeting preparation, attends regular Board meetings, records minutes, transcribes minutes for approval by Board, and conducts follow-up work after Board meetings. Processes employee timesheets and prepares payroll/reports and records according to local, State and Federal rules and regulations (i.e. PERA, FICA, etc.)
4. Stays updated on insurance coverage, yearly reporting, and changes to policies.
5. Assists with budget development and financial management needs of the SWCD.
6. Attends conventions, conferences, and training.
7. Maintains relations between local, State, and Federal agencies.
8. Maintains and monitors inventory records.
9. Maintains office-filing systems, manages record retention files and maintains office and field supply inventory records.
10. Maintains the cooperative agreements between the various agencies, managing reimbursements, data and file management.
11. Serves as receptionist to the District and Natural Resources Conservation Service (NRCS) office including answering telephones, receiving inquiries, and providing information on various programs or referring customers to appropriate individuals.
12. May assist with development of a variety of correspondence and other documents relating to district programs with correct grammar and spelling. (minutes, policy, letters, email communication)
13. Assist with reporting of the Minnesota Board of Water and Soil Resources (BWSR) eLINK reporting System.
14. General understanding of operations for Microsoft Office applications, including Excel, PowerPoint, Word, along with other operating systems.
15. Performs other duties as assigned.
16. Assists with the District tree program including sales, maintaining accounting records, deposits, refunds, invoices, and distribution of trees.
17. Updates, maintains, and adds to the District website. This includes yearly maintenance of the domain name and address.
18. Assists with coordination of educational events including tours, 5th grade field day, brochures, and Envirothon.

19. Assists other staff and individuals to implement and promote conservation programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires a minimum of an associate degree (A.A.) or equivalent from two-year college or technical school; or an equivalent combination of education and experience.

CERTIFICATES AND LICENSES

A valid driver's license is required, at a minimum or equivalent to a Class D Minnesota License

REQUIRED SKILLS AND KNOWLEDGE

1. The operation of equipment and machinery requiring simple but continuous adjustments, such as computer keyboards, vehicles, and other equipment as necessary
2. Reading and interpreting documents such as safety rules, regulations, guidelines, policies, operating and maintenance instructions, and procedure manuals
3. Writing routine reports and correspondence
4. Planning and carrying out assignments independently
5. The use and application of various computer programs relating to GIS
6. Proficiency Microsoft Office (Word, Excel, Publisher, Outlook).
7. QuickBooks and/or accounting programs and financial statement knowledge.
8. Requires the skill in dealings with others both in and outside of the district.
 - Interactions with others generally require influencing, instructing, and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization but does not have the authority to act on behalf of the SWCD in matters where there are legitimate differences of opinion

BENEFICIAL SKILLS and KNOWLEDGE

1. Knowledge of Agriculture BMPs (Best Management Practices)
2. Project/Program support experience.
3. Natural resource management knowledge
4. ArcGIS familiarity/experience
5. Governmental accounting experience
6. Experience with BWSR's eLink reporting system
7. Experience with NRCS software programs



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PHYSICAL REQUIREMENTS

This position requires time spent in a seated position walking, standing, and climbing. Weights of objects to be lifted, carried, or push/pulled will be fifty (50) pounds or less. Inside and outside exposure to noise, heat, and cold. Requires adverse movements such as twisting, bending, stooping, kneeling, reaching, and handling of materials and simultaneous use of both hands for data/entry/typing. Excellent sensory skills are important (sight, determine colors, hearing, and speech) as well as the ability to communicate effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to outdoor weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is occasionally loud as it is an open office environment.

Reviewed By:	Wabasha SWCD Board of Supervisors	Date:	August 22, 2019
Approved By:	Wabasha SWCD Board of Supervisors	Date:	August 22, 2019
Last Updated By:	Terri Peters	Date/Time :	August 22, 2019