

**CLEARWATER SOIL AND WATER CONSERVATION DISTRICT
POSITION ANNOUNCEMENT**

Title: Office Manager
Location: Clearwater Soil & Water Conservation District
Classification: Regular Full Time, subject to change per SWCD Board decision
Wages & Benefits: \$13.50-15.50/hour depending on qualifications and experience.
Benefits include paid vacation, sick leave, holidays, health insurance allowance, life insurance, and PERA

Application Closing Date: 4:30 p.m., September 5, 2014

General Description: This position provides accounting and administrative services for the Clearwater Soil & Water Conservation District.

Principal Duties:

I. ACCOUNTING

- A. Prepare and process departmental payroll, budget and financial documents, accounts receivable and payables as well as other District reports as requested.
- B. Collect District employee and supervisor time and meeting records.
- C. Maintain inventory and asset records.
- D. Perform data entry for reporting of annual or special program accomplishments.
- E. File required periodic reports for such items as sales tax, PERA, FICA, and insurance.
- F. Maintain sales records and inventory of plat books.
- G. Maintain tree order records, inventory and sales records.
- H. Track funds for grants and programs; maintain records according to state guidelines and local policy

II. ADMINISTRATIVE

- A. Manage office communications and day-to-day operations such as receiving and routing phone calls, mail, receiving the public, filing, office equipment and maintenance, office calendar and ordering supplies.
- B. Attend Board meetings, record and transcribe minutes, compile and distribute Board Packets.
- C. Process various documents such as financial reports, summaries, presentations, contracts, correspondence, policies and procedures, personnel records or other confidential materials.
- D. Assist with grant administration and developing grant proposals
- E. Coordinate computer services including evaluation of hardware and software capabilities and needs.
- F. Prepare necessary documents for District audits.
- G. Administer the plat book program including contact with publisher, advertising and distribution.

III. OUTREACH AND EDUCATION

- A. Coordinate district education programs
- B. Maintain District web page
- C. Coordinate volunteers assisting with District programs
- D. Assist with publication of the District newsletter

Other Responsibilities and Requirements:

*Submit a monthly activity summary for distribution to the SWCD Board Members.

*Assist with tree planting, surface water monitoring and other technical activities as needed.

*Perform all duties and functions associated with this position in a safe and healthful manner that will reflect favorably on the Clearwater Soil & Water Conservation District.

*Occasional travel out of town may be required for training and continuing education.

Minimum Qualifications: A high school diploma and additional education and/or training in accounting, business administration or administrative assistance. Work experience may be used in lieu of additional education. Proficient with Microsoft Publisher, Word and Excel. Must possess effective oral and written skills. Must be able to work independently with a minimum of supervision. Must have a valid driver's license. Must be able to work outdoors in various conditions.

Additional skills strongly recommended:

- Working knowledge of Quickbooks Pro or Quickbooks Online Plus w/Payroll
- Experience in grant proposals and writing

Application Procedures:

Resume, cover letter, a Clearwater SWCD employment application and list of at least three professional references must be sent to the Clearwater SWCD 312 Main Ave. N., Suite 3, Bagley, MN 56621 or emailed to kathy.rasch@mn.nacdn.net by 4:30 p.m., September 5, 2014 to be considered. Candidates invited for an interview will be asked to supply a copy of their college transcripts (if applicable). A copy of the employment application and job description may be obtained from the SWCD office or online at clearwaterswcd.org. Additional information may be obtained by calling (218) 694-6845.

Equal Employment Opportunity:

The Clearwater SWCD prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Conditions of Announcement:

Clearwater SWCD reserves the right to change the content of this announcement without notification and may at any time withdraw the announcement,