

# CLEARWATER SOIL AND WATER CONSERVATION DISTRICT

**Title: Office Manager**

**Introduction:** This position provides administrative and accounting services for the Clearwater Soil and Water Conservation District. This is a regular non-salaried position.

## 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 writing and administration.
- 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 and assist with district education programs
- B. Maintain District web page
- C. Coordinate and recruit volunteers to assist with district projects.
- D. Assist with development and printing of SWCD newsletter.

### **Other Responsibilities and Requirements:**

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

\*Assist with tree planting and tree program activities, 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 for training/continuing education may be required.

### **Supervision & Evaluation:**

This position is under the general supervision of the District Manager.

Evaluation of the Office Manager is the responsibility of the District Manager.

Performance will be reviewed according to District Employee Policy.

### **\*Knowledge, Skills and Abilities needed to fulfill principal duties and responsibilities:**

- Demonstrates competency in budget preparation and bookkeeping skills
- Has solid written, spoken, and interpersonal communication skills
- Knows how to solve problems and takes the initiative in doing so
- Manages time and multiple activities under deadline while delivering quality results and maintaining a professional demeanor
- Has working knowledge of common computer software applications (e.g. Word, Excel, Outlook, Publisher, Web browsers)
- Understands governance management and basic governance functions.
- Has experience in drafting professional business correspondence
- Proficient in developing effective working relationships with many different people
- Has experience in multiple filing systems, both hard copy and electronic
- Must be able to work and be efficient under limited supervision

### **Additional skills strongly recommended:**

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

Clearwater SWCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SWCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.