

Isanti Soil and Water Conservation District Position Opening

- Position Title:** Administrative Assistant
- Position Classification:** Regular Part-time (20 hours/week)
- Position Location:** Cambridge, MN
- Salary:** Position Salary Range: \$15.17-22.84 per hour
- Benefits:** Pro-rated: Paid time off
Pro-rated: Cash stipend employee may use for insurance purchase
PERA defined benefit retirement pension
- Employment Terms:** Part time, 20 hours per week. Occasional nights and weekends.
- Deadline to apply:** August 7th, 2019 at 3:00 PM. Late application packages will not be accepted.
- To apply:** Send resume and completed Isanti SWCD application to:
Attn: Tiffany Determan
110 Buchanan St. N
Cambridge, MN 55032
Or
tdeterman@isantiswcd.org
Application materials available at: www.IsantiSWCD.org
The position will be required to pass a background check

Position Description:

The Isanti Soil and Water Conservation District (SWCD) is accepting applications for an Administrative Assistant. This part-time position performs a variety of administrative duties for the SWCD and is responsible for overseeing/coordinating outreach and communication related efforts. This position is under the general supervision of the District Manager.

May involve evening and weekend duties and meetings.

Primary Duties and Responsibilities:

These examples are intended to describe the general nature and level of work being performed by people in this position. They are not to be construed as an exhaustive list of all duties performed by personnel in this position.

1. Maintain working relationship with co-workers, agencies, communities, and clients.
2. Perform a variety of general office and clerical duties, including, but not limited to -
 - Typing, data entry, scanning, and filing office correspondence; preparing office mailings; ordering office supplies; maintaining office equipment; and processing invoices, expense forms, claim forms and vouchers. Prepare/develop new forms as needed.
 - Prepare/publish public notices; prepare information for Board or committee action; sends out mailings as requested in advance of meetings; attends meetings as necessary, and prepares agenda, meeting packet and minutes related to various boards and committees.
 - Assist with review of the District's property/casualty liability and worker's compensation insurance with Minnesota Counties Insurance Trust.
 - Coordinate board/committee member schedules; makes meeting registrations as needed.
3. Maintain Financial Records/Bookkeeping and Payroll using QuickBooks software -
 - Oversee financial transactions to ensure compliance with Minnesota statutes governing the expenditure of public funds.
 - Maintain all ledgers, accounts receivables/payables, and financial records of the district in a timely and efficient manner.
 - Prepare payroll in accordance with SWCD policies.
 - Prepare quarterly and year-end state and federal reporting; prepares W-2's for all District employees and supervisors; and prepares fiscal year-end financial statements for the District.
 - Maintain fixed assets schedule. Prepares materials for auditing and provides necessary assistance to auditor. Maintains proper back-up for QuickBooks accounting software.
 - Prepares and presents financial reports at monthly board meetings including treasurer's report and bills payable.
 - Make timely deposits of all income.
4. Data/Records Management -
 - Maintain all District paper and electronic records according to retention schedules, data practices and data retention procedures, and standards set by the District, State and Federal policies.
 - Update records organization systems.
5. District Conservation Tree Sale and Equipment Rental Programs -
 - Plan and evaluate the conservation tree sale annually in consultation with the District. Manager. Orders tree stock in preparation for the annual sale.
 - Prepare annual tree order materials. Prints and distributes promotional materials. Submits ads to local papers regarding the tree sale.
 - Maintain accurate inventory and accurate sales records; enters orders into QuickBooks and organizes tree orders in preparation for distribution to customers.
 - Prepare materials and supplies needed during the annual distribution event. Organizes the tree distribution event.
 - Enter and maintain accurate equipment rental records using QuickBooks.

6. Information Dissemination, Environmental Education, Public Relations & Outreach Activities -

- Coordinate Education and Outreach efforts including; developing outreach actions such as managing web content, social media, conservation tours and newsletters as well as other means to communicate the District's message of soil and water conservation.

Minimum Qualifications:

Two years of post-secondary education, such as an associate's degree in accounting, plus two years of related clerical/accounting experience in an environment with high levels of customer service; or an equivalent combination of education and experience.

- Must have knowledge or experience with accounting and book keeping.
- Must be self-motivated, able to learn quickly, follow instructions, and handle multiple projects at once.
- Must possess strong organizational, interpersonal and communication skills, both written and verbal. Must possess meticulous recordkeeping skills.
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KNOWLEDGE, SKILLS AND ABILITIES:

- ✓ QuickBooks and accounting experience
- ✓ Fluent in Microsoft Office software
- ✓ Editing and proofreading skills
- ✓ Direct work experience with outreach activities and direct communication with the public
- ✓ Ability to develop and maintain effective working relationships with supervisors, co-workers, other SWCD and county staff, natural resource partners, and members of the public

SELECTION TECHNIQUE:

Finalists for the interview process will be determined after initial screening and assessment of relevant qualifications and experience. Applicant(s) selected for the interview process will be contacted directly by the Isanti Soil and Water Conservation District.

REASONABLE ACCOMMODATIONS:

Contact the Isanti SWCD to arrange reasonable accommodations to complete an application or attend an interview at (763)-689-3271.

EQUAL EMPLOYMENT OPPORTUNITY:

Candidates will be considered without discrimination for any non- merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status or membership or non-membership in an employee organization.