



**Lake of the Woods
Soil and Water Conservation District**
119 1st Ave NW, PO Box 217
Baudette, MN 56623
(218) 634-1842 ext 4

www.LakeoftheWoodsSWCD.org

POSITION ANNOUNCEMENT

Position Title: Office Assistant
Application Deadline: December 16th, 2024 at 4:00 p.m. or open until filled
Position Classification: Permanent Part-Time
Position Location: Baudette, MN – Lake of the Woods County
Starting salary range: \$19.59+ per hour (DOE)
Hours: 8:00 a.m. -4:30 p.m. Three days a week, typically Monday, Tuesday, Thursday. Days and hours may be negotiable.
Twenty-four hours per week.

Position Purpose:

This position provides administrative and program support to fulfill the SWCD's priorities, objectives, and policies. Specifically, this position is responsible for maintenance of the financial records and bookkeeping system according to state standard accounting system and SWCD's procedures. Ensure timely payment of bills and recording all financial transactions. Prepares financial records for SWCD board meetings, audits, and serves as first point of contact for incoming calls.

Minimum Qualifications:

- Possess a two (2) year post-secondary degree with two (2) years related experience in accounting, business administration or similar; or four (4) years related experience; or a Bachelor's degree in a related field.
- Have strong computer skills and be experienced with Microsoft Office (Word, Excel, Outlook) or similar software.
- Possess the ability to communicate effectively both orally and in writing and have good organizational skills.
- Be able to work independently with minimal direct supervision.
- Possess a valid driver's license.
- Pass a federal background check upon approval for hire.

Desired Qualifications:

- Experience processing payroll, accounts receivable, accounts payable and bank reconciliations
- Experience with QuickBooks Accounting software or similar.
- Have a basic knowledge of natural resource conservation.
- Have experience with grant writing and grant management.
- Experience with layout and design of flyers, brochures and newsletters.

General Duties and Responsibilities:

- Prepare financial management documents for the district including but not limited to: invoicing, paying bills, payroll, reporting, grant management;
- Assist with basic office duties including but not limited to: filing, data entry, answering the telephone, and relaying messages;

- Assist with local and state conservation programs including the volunteer rain gauge monitoring program, the District tree program, cost-share programs, and other programs as directed;
- Assist with the District workshops, outreach efforts and press releases;
- Accept other duties as assigned by the District Manager or Board of Supervisors.

See Position Description for a full list of duties and responsibilities

APPLICATION PROCEDURES:

Submit the following information:

1. Cover letter
2. Application for Employment form
3. Resume (2 pages or less)

Please send completed application materials via mail or email to:

Josh Stromlund, District Manager
c/o Lake of the Woods SWCD
PO Box 217
Baudette, MN 56623
josh_s@co.lotw.mn.us

Additional information may be obtained by calling (218) 634-4536 or emailing **josh_s@co.lotw.mn.us**

CONDITIONS OF ANNOUNCEMENT - The Lake of the Woods SWCD reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.