



Lake of the Woods Soil and Water Conservation District Position Description

TITLE: Office Assistant	JOB GRADE: 8-9	Salary Range:	See current wage scale
STATUS: Permanent Part-Time	LEVEL: Specialist		

Position Summary:

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 Windows and Microsoft Office (Word, Excel) 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.

Duties and Responsibilities:

- Assists with maintenance of the financial records and bookkeeping system according to the state standard accounting system and SWCD procedures.
- Maintaining the SWCD checkbook, payroll journals, and other program ledgers.
- Processes payroll, payroll liabilities, and accounts payable and receivable.
- Prepares monthly financial reports including operating and cost-share funds.
- Prepares and submits appropriate state and federal tax and payroll reports.
- Prepares financial records for audits.
- Assists in the preparation of the annual and long-range budgets.
- Assists in opening, sorting, and distributing incoming mail.
- Acts as SWCD's receptionist for telephone and walk-in customers.
- Prepares correspondence, media releases, and notices as directed.
- Maintains informational items on the SWCD's office display/message board.
- Maintains SWCD records according to procedures and standards set by the SWCD and the State.
- Assists in preparing and distributing SWCD Board packets and approved minutes/agendas.
- Assists with data collection in preparing SWCD plans and reports as directed.
- Assists with program and grant administration.
- Maintains SWCD asset inventory list including depreciation schedule.

- Assists with Annual Tree Sales Program and other SWCD programs as assigned.
- Assists with coordinating SWCD events, fair display, contests, meetings, tours and classroom presentations and other educational programs.

Skills and Knowledge:

- Possess familiarity with office administration, accounting and office equipment.
- Possess exceptional organizational skills.
- Comfortable learning new computer applications.
- Desire to work in the natural resource conservation field.
- Adaptable to a variety of job responsibilities and duties.
- Exhibits effective interoffice communication.
- Must be able to set priorities and practice time management.
- Familiarity with programs and procedures at the state and federal levels related to conservation practices and/or principles.

Work Environment:

This position involves extended periods using desktop computers, i.e. sitting, viewing video display terminals, and keyboard/mouse manipulation. This position may require periodically assisting other staff working outdoors and will involve minimal physical activity. This position may require traversing densely vegetated terrain which requires proper attire to protect against scrapes, insect bites and abrasions. Fieldwork may involve the inherent risk of contracting insect borne diseases. This position involves periodically lifting over twenty (20) pounds overhead and routinely carrying over ten (10) pounds. Travel and overnight stays will be required as part of attending meetings and necessary trainings.