

## Clark Conservation District Financial Administrator

Salary: \$19/hr.

Hours: 20/week

Closing Date: October 2, 2014, 4:00pm  
or until filled

To apply for this position:

Applicants must provide a cover letter, a completed application form (available from the conservation district office), a resume, and three professional references. Applications must be received on or before 4:00 pm, October 2, 2014.

Mailed or emailed applications are accepted. Post-marked applications shall not be considered a substitute for the above requirement.

Applicants will be subject to a background check.

For more information contact Denise Smee, District Manager, at 360-883-1987 ext 110 or [dsmee@clarkcd.org](mailto:dsmee@clarkcd.org).

Introduction:

The Clark Conservation District works cooperatively with others to promote and encourage conservation and responsible use of natural resources. The District has a talented staff of professionals that engage in project implementation and outreach activities to promote clean water, healthy salmon habitat, and a viable agricultural community. The Financial Administrator is focused on providing technical assistance and education to agricultural landowners in Clark County.

This position requires an individual with accounting knowledge/ experience, in combination with a passion to help farmers and landowners with their stewardship goals. The District desires someone who shares our beliefs in earning the public trust and that government can, and must, provide high quality customer service.

The Financial Administrator reports to the District Manager. Each employee is encouraged to seek continued learning opportunities and develop their individual technical knowledge. The ability to provide exceptional customer service, earn the trust of the public, and work cooperatively with a diverse population is essential to this position.

Funding for this position is subject to availability of state and local government grants and contracts.

Duties:

The primary responsibility of the Financial Administrator is to provide financial administration of the Conservation District grants. The Financial Administrator will also assist staff at various workshops, events, and fairs. The Financial Administrator will work

under the direction and guidance of the District Manager. Duties include but are not limited to the following:

- Voucher grants monthly
- Pay and Report quarterly taxes
- Complete and submit the annual financial report
- Payroll
- Prepare W-2s
- Assist with annual native plant sale
- Assist with completing the annual budget
- Reconcile bank statements and credit card transactions
- Work with landowners on cost-share programs. Manage project funds and reimbursements, and provide ongoing assistance to landowners so they can meet the requirements to be reimbursed
- Assist walk in customers
- Assist with the District's manure spreader rental program
- Work collaboratively with CCD staff
- Assist staff in developing educational materials for land users and organizations
- Staff the District's booth at various fairs and events to promote District services
- Take minutes at conservation district board meetings and quarterly workshops
- Attend local, area and state meetings as needed. Attend training sessions and workshops related to skills development
- Other duties as assigned
- Position will involve some evening and weekend work

Skills, Knowledge, and Abilities:

This position requires a background in accounting, at least two years of experience in accounting. Education can be substituted for experience. An Associate's or Bachelor's degree in Accounting or Business is preferred.

This position requires the following skills, knowledge, and abilities:

- Skilled in QuickBooks
- Skilled using MS Office
- Ability to work with individuals and other organizations
- Ability to work independently and organize own schedule of activities
- Ability to multi-task and coordinate various concurrent tasks
- Ability to write reports and business correspondence
- WA State Driver's license and ability to operate a motor vehicle safely
- Ability to work in an office setting including long hours on a computer
- Ability to work alone or closely with others in a public office environment
- Ability to maintain accurate time-keeping and authorized expense records

#### Training and Evaluation:

The person in this position will be evaluated in accordance with the Washington State Conservation Commission Guidelines. These guidelines include a six month assessment period and thereafter, at a minimum, evaluations annually.

Performance evaluations are designed to aid communications between supervisors and employees, clarify duties and responsibilities. They are intended to assist in the personal development of employees and to strengthen their performance through the development of an employee-training plan. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

Training needs will be developed as a result of performance evaluations described above. The District is committed to providing training and advancement opportunities to all staff.

#### Benefits:

The District offers a comprehensive benefits package including paid vacation and holidays, medical and dental, support for trainings, and retirement.

To apply, send cover letter, application (available from the conservation district office), resume, and three professional references to:

Clark Conservation District Attention: Denise Smee 11104 NE 149<sup>th</sup> St, Bldg C-400,  
Brush Prairie, WA 98606

Or emailed to: [dsmee@clarkcd.org](mailto:dsmee@clarkcd.org)

**This position will remain open until Thursday, October 2, 2014  
4:00 p.m. or until filled.**



# State of Washington Conservation Districts Application for Employment

Please type or print

1. Title of Position for which you are applying (One position/class only)

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2. Name \_\_\_\_\_  
(Last) (First) (Middle)

3. Present Address  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Home Telephone No. \_\_\_\_\_ 5. Business Telephone No. \_\_\_\_\_

6. Social Security No. (voluntary\*) \_\_\_\_\_

7. If the address in block 3 is not your permanent address, where can you be contacted?  
 \_\_\_\_\_  
 \_\_\_\_\_

8. If you have skills or experience gained through hobbies, volunteer work, etc., which you believe are relevant to the position for which you are applying, please describe here:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Education and Training

9. Have you graduated from High School or passed the General Education Development Test in lieu of High School Graduation? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. If you answered No to the above question, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

11. Colleges, Nursing, Business, or other school(s) attended:

Name and Location	Dates Attended	Credits Earned		Graduated Yes/No	Degree Year	Major or subjects taken
		Quarter/Semester hours	Other			

12. If you are applying for a position that requires a valid Washington State Drivers License, please indicate whether you have such a license  Yes  No

*\*To sort your application from those of persons having similar names, the Social Security Number is used. Disclosure of your Social Security Number is voluntary. If you elect not to enter it, no benefit will be denied.*

