

MASON CONSERVATION DISTRICT JOB ANNOUNCEMENT

Administrative Assistant

SALARY RANGE and BENEFITS:	\$16.40 – \$20.48 per hour Benefits will be based on a prorated percentage of full-time employment.	HOURS:	PART TIME – Generally 15 to 20 hours per week
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BACKGROUND: Mason Conservation District is a political subdivision of State government established in 1956 to assist land users in Mason County with renewable resource conservation.

GENERAL JOB DESCRIPTION:

Within the policies of the Conservation District and under the supervision of the District Manager, the Administrative Assistant maintains and coordinates District administrative and financial functions.

The major responsibilities of the Administrative Assistant include, but are not limited to:

- Accounts payable and accounts receivable;
- Payroll, including processing of payroll liabilities;
- Bank account reconciliation and cash flow analyses;
- Monthly and annual financial report preparation;
- Employee orientation and records maintenance;
- Coordination of Board of Supervisor elections and appointments;
- Clerical assistance to Board and other staff for meetings and other routine activities.

The Administrative Assistant is directly responsible to the District Manager.

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

MINIMUM QUALIFICATIONS

Applicant must demonstrate the ability to perform the job functions listed below, including proficiency with accounting software. A minimum of an AA degree is preferred; experience in accounting, business administration or related field is required. Experience involving the job functions listed below may be substituted year for year for education.

ESSENTIAL JOB FUNCTIONS

Financial

- A. Update employee composite rate worksheets as necessary.
- B. Process payroll, including all payroll liabilities (e.g., taxes, health insurance, retirement contributions)
- C. Prepare payments for accounts payable, including preparation of checks for signature.
- D. Make bank deposits and transfers.
- E. Reconcile bank and credit card statements.
- F. Track expenditures and balances of individual grants and contracts, as well as bank accounts and cash flow.
- G. Prepare monthly financial reports and year-end financial statements.

Administrative

- A. Distribute Board meeting notices, agendas and other pertinent materials, and record meeting minutes.
- B. Coordinate Board elections and appointments and reporting to the Conservation Commission.
- C. Maintain all necessary insurance and bonding in accordance with District, state and grant policies and requirements.
- D. Maintain employee records.
- E. Provide for administrative orientation of new employees.
- F. Maintain filing system for District materials.

- G. Schedule and support annual internal audit.
- H. Maintain inventory of District property, including office supplies, equipment and vehicles.
- I. Maintain operation of office equipment (e.g., printers and postage machine).

SECONDARY JOB FUNCTIONS

- A. Assist with preparation and distribution of quarterly newsletter and other educational materials.
- B. Assist with coordination of annual Native Plant Sale, including organization, plant orders, promotion, and order processing.
- C. Assist with preparation of annual budget.
- D. Assist with processing of financial assistance applications.
- E. Assist with maintenance of computer files.
- F. Assist with development of financial and administrative procedures and policies.
- G. Serve as office receptionist, including attending to customer inquiries, answering routine correspondence, and answering phones as time allows.

NOTE: *These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- A. Understanding of the District's functions and Long Range Program.
- B. Familiarity with the Washington Conservation Commission Procedure Manual and BARS Manual.
- C. Thorough understanding of the appropriate uses of public funds.
- A. Computer skills in all applications of Microsoft Office and accounting software.
- B. Ability to operate a motor vehicle.
- C. Ability to work closely with others in a public office environment.
- D. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision.
- E. Ability to maintain accurate records regarding time-keeping and authorized expenses.

NOTE: *This position requires primarily office work. Office duties include use of computer equipment, audio visual aids, and occasional transport and assembly of display material. As required to properly carry out assigned duties, the applicant must possess or obtain a valid Washington drivers license and have reliable transportation*

TRAINING AND PERFORMANCE EVALUATION

Performance standards will be developed as needed to assist in evaluating work abilities, and work products. The person in this position will be evaluated in District policies. These include a three month period of probation and thereafter, at a minimum, evaluations annually. Performance evaluations are designed to aid communications between the District and employees, and clarify duties and responsibilities. They are intended to assist in the personal development of employees and to strengthen their performance. Performance of each duty in this position will be evaluated against the requirements developed for the position. Evaluations will be used to substantiate recommendations for salary range, discipline, and dismissals.

NOTE: *This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the job change.*

This is a part-time position. Work hours may vary on a daily or weekly basis depending on workload and employee needs. This position may be eligible for prorated benefits, including annual leave, sick leave, and half prorated hours for paid holidays. Depending on employee experience, it may be necessary to increase this position to more than part-time during the various times of the year.