



# Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

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## Position Announcement

<b><u>Title</u></b>	<b>Financial Assistant</b>
<b><u>Location</u></b>	USDA Ag Service Center, Okanogan, Washington
<b><u>Description</u></b>	<p>The Okanogan Conservation District is seeking detail oriented, customer friendly individual to fill a Financial Assistant position. The incumbent selected will be focused on assisting District staff with the financial management of wildfire recovery projects throughout Okanogan County following two years of major fire disasters. The Okanogan Conservation District is a dynamic organization comprised of volunteer board members and paid staff members that are leaders in “on the ground conservation”. We seek individuals that will complement our highly productive, energetic, and skilled staff to deliver quality conservation programs to Okanogan County residents.</p> <p>We are seeking to fill this position to help address our significant workload. The incumbents in this position will work closely with other District and partner agency staff, and local landowners, to manage payments to landowners and contractors for the implementation of conservation projects.</p> <p>Incumbents with a college bachelor’s degree or higher in public finance, accounting, economics, or related filed is highly preferred. Experience may be substituted year for year for education.</p>
<b><u>Wages and Benefits</u></b>	The incumbent will be an hourly employee earning \$15.00 - \$20.00 per hour DOQ. They will also be eligible for District benefits package which includes medical insurance, 10 paid holidays per year, vacation leave, and sick leave.
<b><u>Application Deadline and Instructions</u></b>	<p>This position is open until filled. First review of applicants for interviews is 3:00 PM, May 23, 2016. Contact the Okanogan Conservation District office for detailed position descriptions.</p>

**Applicants must submit a cover letter, resume, and three references (at least two of which are professional) directly to:**

Okanogan Conservation District  
1251 2<sup>nd</sup> Ave. South, Room 102  
Okanogan, WA 98840  
[ocd@okanogancd.org](mailto:ocd@okanogancd.org)

The Okanogan Conservation District is an equal opportunity employer.