



Position Announcement

Office Assistant I

SCD 528 91st Ave NE, Ste A, Lake Stevens, WA 98258-2538
Phone 425-377-7004 FAX 425-335-5024 Website: www.snohomishcd.org

Snohomish Conservation District Office Assistant I

Compensation: \$11.00 - \$20.63 per hour

Closing Date: Initial closing date is January 27, 2017 (position is open until filled)

Terms: Part-time (40 – 65 hours per month), non-exempt position with pro-rated vacation, sick leave, and holiday benefits.

Introduction:

Snohomish Conservation District announces a position opening for Office Assistant I in their Lake Stevens office. This position will be responsible for organizing documentation for grant billings and data entry into the District's financial management software (BIAS). As needed, the Office Assistant I will participate in District public engagement activities such as fairs, workshops, and other District sponsored programs and events. The person hired for this position is directly responsible to the Program Integration Manager, and will be working primarily with the District financial management team.

Job Description

Job Duties:

The Office Assistant I will be responsible for administrative and financial management activities which may include:

- Grant and contract bill generation
- BIAS accounting entries
- Financial documentation for District expenses
- Administrative tasks related to day-to-day District operations
- Other duties as assigned

Skills and Knowledge preferred:

- Proficient with the Microsoft Office suite of programs.
- Previous work experience with complex billing activities.
- Outstanding interpersonal and communication skills, and the ability to prepare summary reports and orally communicate the contents of the report.
- Knowledge of accounting practices and controls.
- Knowledge of financial management and budgeting tools.

- Knowledge of audit procedures and principles.
- Ability to work and communicate (oral and written) with individuals in an effective manner that will result in completed projects that meet their goals.
- Ability to use computers to write reports, to keep track of work progress, and prepare high quality reports.
- Ability to organize and plan own schedule of activities and to set priorities related to work goals set by the Program Integration Manager.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.
- Ability to operate a motor vehicle on both public and private roads during daylight and occasionally after dark.
- Physical effort is occasionally required ~ lifting weights of up to 40 lbs. Work conditions involve sitting at a desk and using a keyboard to perform job functions.
- Ability to work well with technically diverse project teams.
- Ability to communicate effectively in a team setting.
- Self-motivation and an ability to work independently.
- A valid Washington State driver's license and dependable transportation.

Additional desirable skills:

- Demonstrated ability to work well with the public and previous public engagement experience.
- Knowledge of natural resource issues.
- Interest in natural resource management.
- Access database skills.

Qualifications: This position requires prior financial management and billing experience. A valid WA State driver's license is necessary, as well as the ability to pass a background check to work with minors.

To apply for this position:

Applicants must provide a cover letter, a resume, and a list of three professional references. Applications must be received at the Snohomish Conservation District (SCD) office on or before **January 31, 2017 at 4:30 pm** (or until the position has been filled). Faxed or emailed applications received by the deadline will be accepted. Post-marked applications shall not be considered a substitute for the above requirement. Please submit the packet to:

Snohomish Conservation District
Attention: Ryan Williams
528 – 91st Ave. NE.
Lake Stevens, WA 98258
Or via email to RWilliams@snohomishcd.org