

CLALLAM CONSERVATION DISTRICT JOB ANNOUNCEMENT

Bookkeeper/Administrative Assistant

SALARY RANGE and BENEFITS:	\$16.37 – \$24.09 per hour Ten paid holidays, sick and annual leave, health insurance, and State retirement. Paid leave and benefits based on percentage of full-time employment.	HOURS: HALFTIME – average of 16-20 hours per week
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BACKGROUND

Clallam Conservation District is a political subdivision of State government. The District was established in 1959 to assist land users in Clallam County with renewable resource conservation.

GENERAL JOB DESCRIPTION

Within the policies of the Conservation District Board of Supervisors and under the supervision of the District Executive Director, the Bookkeeper/Administrative Assistant maintains and coordinates District financial and general administrative functions.

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

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

The Bookkeeper/Administrative Assistant is directly responsible to the District Executive Director.

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

MINIMUM QUALIFICATIONS

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

ESSENTIAL JOB FUNCTIONS

Financial

- A. Process payroll, including all payroll liabilities (e.g., taxes, health insurance, retirement contributions).
- B. Record and process accounts payable and receivable by funding source and in accordance with State Budgeting, Accounting & Reporting Systems (BARS) manual.
- C. Monitor bank account balances to ensure sufficient funds are available.
- D. Reconcile bank and credit card statements.
- E. Prepare monthly financial statements and year-end BARS financial reports.
- F. Assist Executive Director with monthly grant voucher process, including preparation of support documents, review and submittal of grant vouchers to granting agencies, tracking of voucher payments and grant records management.

Administrative

- A. Distribute Board meeting notices, agendas and other meeting materials, and record meeting minutes.
- B. Coordinate Board elections and appointments and reporting to the Conservation Commission.
- C. Manage District and employee records in accordance with state requirements and assist with maintenance of computer files.
- D. Provide administrative orientation for new employees.
- E. Maintain filing system for District administrative and grant documents.
- F. Maintain inventory of District property.
- G. Serve as point of contact for general maintenance of office equipment (e.g., printer/copier, computers, phones, postage machine).
- H. Assist with coordination of annual Native Plant Sale, including receipt of plant orders and payment processing.
- I. Develop and maintain District financial and administrative procedures and assist with policy development.

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 Grant & Contract Procedure Manual.
- C. Familiarity with the State BARS manual.
- D. Thorough understanding of the appropriate uses of public funds.
- A. Computer skills in all applications of Microsoft Office and Intuit QuickBooks Pro.
- B. Ability to work closely with others in a public office environment.
- C. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision.
- D. 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 accordance with the State Conservation Commission Guidelines. These guidelines include a six month period of probation and thereafter, annual evaluations. Performance evaluations are designed to aid communications between supervisors and employees, and 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. 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 promotions, salary increases, 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 half-time position. Work hours may vary on a daily or weekly basis depending on workload and employee needs. This position is eligible for half of the full-time benefits, including half the monthly annual leave and sick leave hours, and half the hours for each paid holiday.

Completed Employment Application, Resume and Cover Letter must be received (not postmarked) at the Clallam Conservation District office, 228 W. First St., Ste. H, Port Angeles, WA 98362 by 4:00pm August 24, 2017.