



Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

Position Announcement

Title

District Treasurer

Location

USDA Ag Service Center, Okanogan, Washington

Description

The Okanogan Conservation District is seeking a detail oriented individual with excellent customer service skills to fill the District Treasurer position. 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.

The incumbent will work closely with other District and partner agency staff, and local landowners, to manage district finances including, but not limited to, processing grant funding requests, managing cost-share payments to private landowners, administering district payroll, and assisting with a multitude of other financial and administrative functions.

Incumbents with a college bachelor’s degree or higher in public finance, accounting, economics, or related field is highly preferred. Experience may be substituted year for year for education.

Wages and Benefits

This position is an exempt (FLSA) status salary position with compensation starting at \$41,600 per year, depending on qualifications. Additionally, the incumbent will be eligible for District benefits package which includes medical insurance, 10 paid holidays per year, vacation leave, and sick leave.

Application Deadline and Instructions

This position is open until filled. First review of applicants for interviews is 12:00 PM, January 24, 2018. Contact the Okanogan Conservation District office for detailed position descriptions.

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

Okanogan Conservation District
1251 2nd Ave. South, Room 102
Okanogan, WA 98840
craig@okanogancd.org

The Okanogan Conservation District is an equal opportunity employer.