



Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

Position Description

Title: **District Treasurer**

Introduction

This position is responsible for planning, organizing, developing, and managing the fiscal operations and contractual obligations of the District. The incumbent is involved with activities such as grant management, contract management and compliance, preparing financial records and processing tax reports, assisting with audits, records and retention management, office administration and assisting the Manager and Board of Supervisors with other District projects and programs.

Confidentiality and independent judgment are necessary. Work is characterized by a substantial amount of managerial and administrative functions. Incumbent must possess a high level of integrity, honesty, and strong customer service.

Essential

Duties &

Responsibilities

1. Manages fiscal operations activities, including BARS accounting, payables and receivables, payroll, preparation of monthly Treasurer's Report, account balances statement reflecting the month's expenses, revenues and all account balances and other financial reports to the Board of Supervisors and district employees. Maintains all financial records in a neat and organized manner.
2. Responsible for budget monitoring and administration of grant, and Rates & Charges funds as received by the County, State, and Federal government and other entities.
3. Prepares monthly or quarterly vouchers to appropriate funding agency for grant and/or expenses incurred. Maintain all financial and administrative documentation for projects. Assists with and submits required progress reports to funding agency project officers.
4. Responsible for preparing the District's annual budget with assistance from other district employees and notifying the District Supervisors and employees of potential budget conflicts.
5. Prepares an Annual Financial Report for the State Auditor and is the primary contact person for all State Auditor's Office audits. Organizes and sets up an internal audit/Schedule 22 meeting annually.
6. Administers employee health insurance and WA State Retirement Systems PERS Program.

7. Serves as the District Elections Officer.
8. Responsible for board meeting mailings, preparation and clean-up; creating new agendas, writing Board meeting minutes and updating the District's monthly plan.
9. Responsible for outgoing and incoming mail and ordering and maintaining adequate office supplies.
10. Responsible for records management and maintaining the filing system.
11. Tracks vehicle maintenance and mileage usage, and assists with scheduling vehicle maintenance.
12. Maintains and updates the employee timesheet template.
13. Assists with reception duties, including but not limited to greeting cooperators in person and/or on the phone in a courteous manner that reflects favorably on the Okanogan Conservation District.
14. Assists with the development of grant applications and budgets.
15. Maintains an inventory of District assets and completes an annual inventory with assistance from at least one other employee.
16. Tracks and reconciles credit cards, mileage, postage, copy and overhead.
17. Maintains Rates & Charges records, tracking expenses, revenues, and budgets.
18. Completes a WACD Dues Worksheet annually.
19. Review and recommend revisions for District financial policies.
20. Assist with the development of the annual plan of work and long-range goals of the District.
21. Administrates the District's liability insurance through Enduris.
22. Performs other duties as assigned by District Manager and/or Board of Supervisors.
23. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Okanogan Conservation District.

Supervision

The incumbent of this position is under the direct supervision of the District Manager. Additional assignments may be given by other members of the District. Conflicts in assignments will be resolved by the District Manager.

Required Knowledge and Skills

1. Possess a bachelor's degree in accounting, business, administration or closely related fields; plus, two years of progressive responsibility in accounting, and or grant administration and payroll. Additional qualifying experience may be substituted year for year for education requirements.
2. Exhibit excellent oral, written, and graphic communication skills.
3. Be self-motivated; organized, work efficiently, ethically, and honestly.
4. Possess demonstrable experience working positively and successfully with individuals one-on-one and in group settings.

5. Willingness to take direction from and able to support colleagues and partner agencies with projects.
6. Possess advanced Microsoft Office software skills, and ability to use and learn other software suites.
7. Adept at QuickBooks accounting, Excel spreadsheets, and 10-key.
8. Ability to organize and plan own schedule of activities related to work goals and objectives set by the District Manager.
9. Ability to maintain accurate records regarding time-keeping and authorized expenses.
10. Ability to work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.
11. Have or obtain and maintain a valid Washington State Driver's License and able to safely operate a motor vehicle.

Preferred Knowledge and Skills

1. Experience and knowledge in governmental agency accounting, BARS coding, grant management, and State of Washington records retention is desirable.
2. Have work experience in community collaboration, general education, natural resource management, public relations, or similar field.
3. Ability to develop MS Access databases to collect and analyze a variety of project and natural resource information.
4. Basic knowledge of a broad range of natural resource conservation issues, terminology, and best management practices.
5. Ability to communicate verbally and in writing with Latino populations.

Compensation

This position is an exempt (FLSA) status salary position with compensation starting at \$41,600 per year, depending on qualifications, in addition to vacation, sick, and exchange leaves, and medical insurance and retirement per District policies.