



Finance Coordinator

Position Summary

The mission of the Palouse Conservation District is to actively assist current and future generations of land managers (rural and urban) in implementing conservation practices by providing educational, technical, and financial assistance. The District has a talented staff of professionals that engage in resource conservation, monitoring and outreach activities to promote clean water, improved habitat, healthy soils and a viable agricultural community. The Palouse Conservation District staff is a team of passionate and committed people who are mission-driven and care deeply about serving and improving our community.

The Finance Coordinator is focused on tracking and maintaining the finances of the Palouse Conservation District and ensuring the District follows local, state and federal requirements for governmental agencies. The Finance Coordinator will report to the District Director and will work closely with the Board of Supervisors, all Managers and staff to support them in the delivery of our mission. The ability to provide exceptional customer service, earn the trust of employees, the Board of Supervisors and the public, and work cooperatively with a diverse population is essential to the position. The Finance Coordinator must be a team player who values building partnerships and a non-regulatory approach to natural resource conservation activities.

Position Details

PTE: Part Time (20-30 hours/week)

Compensation: Starting at \$22.21 (DOE) plus benefits

Required Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration or closely related field, plus three years of progressive responsibility in bookkeeping, accounting, grant administration or auditing
- Competency with generally accepted accounting and auditing principles
- Demonstrated application of laws, rules and regulations related to municipal accounting
- Knowledge of "Best Practices" methodologies for public funds as developed by the Washington State Auditor's Office
- Preparation of financial budgets, statements and comprehensive accounting reports
- Analysis of complex financial statements and reports
- Flexibility to adjust to a dynamic work environment
- Attention to detail, as well as excellent organization and time management skills
- Proactive, dependable, accountable and approachable

- Commitment to contribute to a positive organizational culture, collaborative work environment, and inclusive office dynamics
- Ability to review and evaluate complex data for accuracy
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Advanced proficiency in Microsoft Office suite including Outlook, Word, Excel, PowerPoint and Access
- Willingness to develop new finance protocols, increase finance process efficiency and learn new skills (including finance software advanced functionality) to improve District operations
- Self-directed; able to work independently and in a team to follow through on deadlines
- Possession of a valid WA State driver's license, or the ability to obtain one within one month

Preferred Qualifications

- Experience with BARS cash-basis accounting system
- Knowledge of and experience with QuickBooks accounting software
- Master's degree in Accounting, Finance, Business Administration or closely related field
- Previous experience in a governmental agency
- Familiarity with State and Federal regulations
- A previous track record of successfully working with a board of directors and other elected and/or appointed officials
- Familiarity with conservation terminology
- Experience with Smartsheet or other project management software

Application Instructions

To apply, please submit a cover letter and resume in PDF format. Use the following link to submit your application.

<https://app.smartsheet.com/b/form/945f1f84967c4916abcfc050be980971>

This position will remain open until filled.

Position Description

To view a full position description, please click the link [HERE](#)