

**LEWIS CONSERVATION DISTRICT
POSITION DESCRIPTION**

Position: Administrative Assistant	To: District Manager
Last Revised Date: July 2021	Position Type: Exempt At Will
FTE 1.0	Funding Source: Grants and Overhead

Introduction

This position is responsible for planning, organizing, developing, and managing the fiscal operations and contractual obligations of the Lewis Conservation District. The Administrator is involved with activities such as grant fiscal management, contract management and compliance, preparing financial records and processing tax reports, audit preparation, 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 financial and administrative functions. Administrator must possess a high level of integrity, honesty, and strong customer service.

Essential Duties & Responsibilities

1. Responsible for District fiscal operations activities, including BARS accounting, payables and receivables, monthly payroll and employee expense reimbursements, preparation of monthly Board Financial Report, and monthly reconciliation of all District expenses and income. Maintains financial records in an organized manner.
2. Manage QuickBooks accounting software for tracking expenses and income.
3. Complete monthly payroll and benefit payments with appropriate means.
4. Prepares monthly vouchers to appropriate funding agencies 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.
5. Assists the District Manager in budget development and monitoring financial processes within the District.
6. Prepare monthly Board of Supervisor packets for meeting and take minutes at the meetings.
7. Prepares an Annual Financial Report for the State Auditor and is the primary contact for all State Auditor's Office audits. Organizes and sets up an internal audit/Schedule 22 meeting annually.
8. Serves as the District Elections Officer or alternate District Elections Officer.
9. Prepare and schedule monthly 941 payroll tax payment: file quarterly and annual payroll taxes and forms including W2s and 3, complete annual proof of insurance, schedule 1094-B and pay state of Washington annual excise tax.
10. Check SAM (U.S. Governments System for Award Management) for debarment of contractors before hiring them to complete a project.
11. 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 District.

12. Utilize “Best Practices” methodologies as developed by the Washington State Auditor’s office to ensure regulatory compliance.
13. All duties and actions taken by the Office Administrator while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the District.

Supervision

The Administrative Assistant is under the direct supervision of the District Manager.
Additional assignments may be given by other members of the District.

Required Knowledge and Skills

1. Two years of progressive responsibility in accounting, and or grant administration and payroll.
2. Adept at QuickBooks Pro accounting software, Excel spreadsheets.
3. Possess solid Microsoft Office software skills and ability to use and learn other software suites.
4. Exhibit excellent oral and written communication skills.
5. Be self-motivated; organized, work efficiently, ethically, and honestly.
6. Possess ability to work cooperatively and in a non-confrontational manner with others.
Willingness to take direction and support colleagues and partner agencies with projects.
7. Ability to organize and plan own schedule of activities related to work goals and objectives set by the District Manager.
8. Ability to maintain accurate records regarding time-keeping and authorized expenses.

Preferred Knowledge, Experience, and Skills

1. Experience and knowledge in governmental agency accounting, BARS coding, grant management, and State of Washington records retention is desirable.
2. Experienced with MS Access database or similar software to collect and analyze a variety of project and reporting information.
3. Experience and demonstrated skill in graphic design and communication using graphic design application is preferred.
4. Basic knowledge of a broad range of natural resource conservation issues, terminology, and best management practices.

Compensation and Benefits

This position is a 1 FTE exempt (FLSA) status salary position with compensation of \$3,216.00 to \$3,535.00 per month, depending on qualifications. As outlined by policy, LCD provides sick and vacation leave; medical, dental, and vision insurance for employees and 60% of family members medical, dental and vision insurance; a SEP SAR plan in lieu of Social Security (LCD is **not** part of the WA State Public Employees Retirement System – PERS); and 10 paid holidays per year.

Application Procedure

Please submit cover letter, fillable application (available at the LCD website <https://lewisconservation.wordpress.com>), and resume to nikki.atkins@lewiscdwa.com; subject line: **LCD Office Administrator**. Emailed applications are preferred. Three professional references will be required and contacted if applicant is selected for an interview. Application materials must be received on or before 3:00 pm October 13, 2021. Interviews will be held October 21st. Position will remain open until filled.