

Job Description

King Conservation District

Finance Coordinator

Nature and Purpose of the Position:

The position of Finance Coordinator is an administrative position of the King Conservation District. The employee occupying this position is subject to direction and guidance by the Finance and Administration Director. This is a non-exempt, full-time position at 40 hours per week. Starting annual salary is \$83,200/yr.

This position has been established:

1. To provide financial and administrative assistance to the Finance and Administration Director.

Major Responsibilities:

The following items outline the specific job responsibilities of the occupant for this position.

1. Assist in keeping the District's financial records. All ongoing accounting functions such as accounts payable and receivable posting, deposit posting, and cash management. Prepare vouchers and/or checks for bills to be authorized for payment at board meetings. Enter bills and post to the appropriate accounts.
2. Conduct banking/cash management, including transfers among accounts to ensure good organizational cash flow. Assist Finance and Administration Director in preparation and maintenance of long-term cash flow projections.
3. Post cash receipts and make deposits as necessary.
4. Assist with account reconciliations.
5. Monitor payroll processing and reconcile and prepare payroll journal entries as necessary.
6. Assist with preparing and disseminating financial and program evaluation reports.
7. Assist in putting together grant billings. Assist in tracking grant budgets.
8. Ability to maintain full confidentiality of all conversations, data records, files and other information where access is limited.
9. Assist District staff with filing, copying, mailing, and other miscellaneous administrative tasks.
10. Maintain the standardized filing system for Conservation District records.
11. Attends board meetings and types, assembles, and distributes all regular and special meeting minutes.
12. Purchase of office supplies as needed.
13. Perform other administrative tasks as needed by the Finance and Administration Director, the Executive Director, and District staff.

14. Keep up to date on current office computer software and be able to assist staff on report design and editing.
15. Assist with identifying and applying for grant opportunities to enhance program delivery.

Training and Supervision:

The occupant of this position will perform duties under the supervision of the Finance and Administration Director. Will also work closely with any financial consultants involved in ongoing District financial management. Supervision will be by the Executive Director in absence of the Finance and Administration Director or as may be necessary.

Desired Minimum Qualifications:

Any combination of associate, bachelor or master's degree in Accounting, Finance, Business Administration, or closely related field, and/or 5+ years bookkeeping or accounting experience.

Understanding of basic accounting principles. Experienced in money management standards for local units of government and ability to understand thoroughly the proper use of county, state, and federal funds.

Experience with government and/or nonprofit accounting or bookkeeping is desired but not required.

Adept with all office equipment including computers, network servers, Internet, and e-mail. Adept with MS Office software, including Excel spreadsheets.

Must be competent in reading, writing, speaking, hearing, and understanding the English language. Good communication and multi-tasking skills required for interaction with coworkers, Board members, agency partners, and landowners/operators.

Demonstrated ability to establish and maintain effective working and public relations.

Valid Washington driver license is desired.

Ability and working knowledge of QuickBooks accounting software desired but not required.