

Position Announcement

<u>Title</u>	Financial Administrator & Outreach Assistant
<u>Location</u>	Davenport, WA
<u>Description</u>	<p>The Lincoln County Conservation District is seeking a highly motivated individual to fill a Financial Administrator & Outreach Assistant position. The Lincoln County Conservation District is a dynamic organization comprised of volunteer board members and paid staff members who 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 Lincoln County residents.</p> <p>We are seeking a skilled and talented individual to join our small team to perform our financial activities. Desired qualifications: ability to learn and utilize the Budgeting, Accounting and Reporting System (BARS), in accordance with the Generally Accepted Accounting Principles (GAAP). Pay monthly vendor bills, prepare accurate legible and easy to understand financial reports for monthly district board meetings. Maintain accurate time and attendance reports on all district employees. Handle monthly payroll for employees including taxes, benefits, etc. Prepare annual financial reports to the WA State Auditor. Manage annual tree sale orders and assist in the tree order packing and delivery process. Manage and procure grants which will include the application process and financial records, including monthly vouchering. Assist the Outreach Coordinator with newsletter, social media content and outreach activities.</p>
<u>Wages and Benefits</u>	The incumbent will be a salaried employee earning \$3,813.33 - \$4,506.67/month DOE. They will also be eligible for District benefits package which includes medical insurance, 11 paid holidays per year, 1 paid personal day, vacation leave, and sick leave.
<u>Application Deadline and Instructions</u>	<p>This position is open until filled. Priority given to those who apply by December 1st</p> <p>Applicants must submit a cover letter, resume, and three professional references directly to: Lincoln County Conservation District PO Box 46 Davenport, WA 99122 ebowen@lincolncd.com</p>