

Financial Coordinator EMPLOYEE JOB DESCRIPTION

INTRODUCTION: This position is that of a financial coordinator responsible for performing bookkeeping and database management duties for Lincoln County Conservation District. Position is located at the USDA Building in Davenport, WA.

DUTIES & RESPONSIBILITIES

1. Maintain a SpringBrook accounting system of district business transaction.
2. Maintain all financial records in a neat and orderly fashion. Pays monthly vendor bills. Prepares accurate, legible, and financial reports for monthly district board meetings.
3. Maintain accurate time and attendance reports on all district employees. Handle monthly payroll for these employees, including state and federal taxes, benefits, etc.
4. Vouchers as per grant requirements on all current District grants.
5. Assist the District by carrying out the day-to-day operations and workload.
6. Additional duties as skills and financing allow.
7. Actively pursue, assist with and write grants for the District's programs.
8. Assist in the Annual Report of Accomplishment, Annual Work Plan, Long Range Plan, and other reports as needed.
9. Assist with annual tree sale.

Relationship:

Conduct all District business in a professional manner. Promote and maintain effective working relationships with District staff, District Board of Supervisors, and the staff of federal, state, local governmental and private entities, private landowners, and the general public.

Supervision:

The position is supervised by the District Manager.

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 and prepare accurate and easy-to-understand financial reports for monthly district board meetings. Handle monthly payroll for employees, including taxes, benefits, and related deductions

The beginning salary for this position will be \$3,813.33 - \$5,200/month, DOE.
This position is open until filled. Priority given to those who apply by August 7th.
Applicants must submit a cover letter, resume, and three professional references directly to:
ebowen@lincolncd.com or Lincoln County Conservation District, PO Box 46, Davenport, WA 99122

Performance Review:

Annual reviews will be conducted in December. The District Manager and the LCCD Supervisors shall conduct reviews. The evaluation will be discussed with the employee, documented, and placed in the employee's personnel file. The Board of Supervisors in Executive Session shall review the employee evaluation. The performance review is an overall evaluation of the employee's performance. It will be the basis of any pay increases granted by the District Board.