

## **Financial & Grant Administrator EMPLOYEE JOB DESCRIPTION**

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

### **DUTIES & RESPONSIBILITIES**

1. Maintain computerized accounting system of district business transactions.
2. Maintain all financial records in a neat and orderly fashion. Pays monthly vendor bills. Prepares accurate, legible, and easy to understand 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 taxes, benefits, etc.
4. Vouchers as needed and directed by the Board for reimbursement on all current District grants.
5. Track insurance policies, dues to outside organizations, quarterly reporting requirements of the WA Conservation Commission, etc.
6. Assist the District by carrying out the day to day operations and workload.
7. Additional duties as skills and financing allow.
8. Actively pursue and write grants for the District's programs.
9. Assist in the Annual Report of Accomplishment, Annual Work Plan, Long Range Plan and other reports as needed.

#### **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.

#### **Performance Review:**

Annual reviews will be conducted in the month of 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.