



## CONSERVATION DISTRICT

205 West Patison Street, Port Hadlock, WA 98339 Phone: 360-385-4105

Email: [info@jeffersoncd.org](mailto:info@jeffersoncd.org)

[www.jeffersoncd.org](http://www.jeffersoncd.org)

### Jefferson County Conservation District Job Description

**Position Title:** Bookkeeper/Administrative Assistant

**Wages & Benefits:** \$25.00-\$35.00 per hour. Generous benefits package, including participation in state retirement system, employer-paid health insurance, 11 paid holidays, and paid vacation and sick leave.

**Position Summary:** Part-time to full-time, at-will, non-union position. Under the supervision of the District Manager, the Bookkeeper/Administrative Assistant maintains District financial records and reporting and carries out other administrative and office functions, and other duties as assigned.

The primary responsibilities of the Bookkeeper/Administrative Assistant include:

- Accounts payable and accounts receivable;
- Payroll and associated liabilities;
- Bank account reconciliation;
- Monthly and annual financial report preparation;
- Assisting District Manager with budget preparation and tracking;
- Preparation and distribution of Board meeting materials and minutes;
- Employee orientation and records management;
- Coordination and supervision of Board of Supervisor elections and appointments.

**Working Conditions:** Duties are performed in an office environment, utilizing standard office equipment and a desktop computer.

**Minimum Qualifications:** must demonstrate the ability to perform the job functions listed below. A minimum of an AA degree is required; experience in accounting, business administration or related field is preferred. Experience involving the functions listed below may be substituted as appropriate for education.

#### Essential Job Functions:

##### Financial

1. Process payroll and all payroll liabilities.
2. Prepare payments for accounts payable, including preparation of checks for Board signatures.
3. Assist District Manager with grant invoice voucher preparation and submittal, including assembling voucher backup documentation, reviewing and submitting completed invoices, and QuickBooks entries.
4. Make bank deposits and transfers.
5. Reconcile bank and credit card statements.
6. Assist District Manager with expenditure tracking, budget analyses and development.
7. Update employee composite rates as necessary.
8. Prepare monthly and year-end financial reports.

##### Administrative

1. Assist District Manager with Board meeting agenda and associated materials preparation.
2. Distribute Board meeting agendas and associated materials, submit public notices to newspaper and post on District website.



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3. Take minutes at Board meetings.
4. Coordinate Board elections and appointments and complete all required reporting.
5. Maintain all necessary insurance and bonding, including completion of annual renewal survey.
6. Provide administrative orientation for new employees and maintain employee records.
7. Manage records according to Public Records Act requirements and guidelines, and coordinate with other staff for maintenance of filing system.
8. Assist with annual internal audit and periodic state and federal audits.
9. Maintain inventory of District property, including office supplies, equipment and vehicles.
10. Coordinate maintenance of office equipment.
11. Serve as office receptionist, including attending to or forwarding inquiries, receiving and dispatching mail, answering correspondence, and answering phone.

### Secondary Job Functions:

1. Assist with preparation and distribution of newsletter and other outreach materials.
2. Assist with website updates utilizing appropriate technology and software.
3. Assist with annual Native Plant Sale.
4. Assist with processing of cost-share payments.
5. Assist with development of financial and administrative procedures and policies.
6. Other duties as assigned.

### Knowledge, skills and preferred abilities

1. Familiarity with special purpose districts or other local government agencies.
2. Familiarity with the Washington Conservation Commission Procedure Manual and BARS.
3. Thorough understanding of the appropriate use of public funds.
4. Computer skills in all applications of Microsoft Office and Intuit QuickBooks.
5. Ability to operate a motor vehicle.
6. Ability to work closely with others in a public office environment.
7. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision.
8. Ability to maintain accurate records regarding time-keeping and authorized expenses.

### Training and Performance Evaluation

Performance standards will be developed as needed for evaluation and training purposes. Evaluations will be conducted at the end of the first 6-month period and thereafter, at least annually.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change as District needs and job requirements change.

This position is part-time to full-time, depending upon workload needs, incumbent skills and abilities, and available funding. Work hours may vary on a daily or weekly basis, depending on workload and employee needs. Depending on employee qualifications, it may be necessary to increase the hours of this position during initial orientation and training and during times of increased workloads.