

Pennington Soil and Water Conservation District
Assistant District Coordinator

Regular, Part-Time transitioning to Full-Time employment January 2025

This position is responsible for assisting the District Coordinator with all financial and record keeping functions of the Pennington SWCD including payroll, grant tracking, bank deposits, invoicing, inventory tracking, and federal and state withholdings. This position also helps with the information/education program, reports and other duties as required of the Pennington Soil & Water Conservation District.

PRINCIPAL RESPONSIBILITIES

1. FINANCE

Priority A – Assisting District Coordinator with the following:

- A. Responsible for SWCD accounting including State and County program fund records and grant tracking
- B. Preparation of monthly financial reports for the board and quarterly reports for the North Pod
- C. Complete fiscal and special District year-end financial reports required by the State
- D. Assist District Manager in preparing annual operating budget with board and staff input
- E. Monitor spending throughout the year
- F. Process payroll for district employees and board members
- G. Prepare annual IRS forms, W-2 forms, 1099 forms and others as needed.
- H. Complete PERA, DCP, Unemployment, FICA, Sales Tax, State and Federal tax withholding reports
- I. Prepare invoices for North Pod and 1W1P
- J. Prepare billing rates for grant tracking
- K. Maintain employee records and the Employment Policy Handbook as needed.
- L. Maintain the capital asset and record retention schedule
- M. Responsible for making bank deposits, billing, accounts receivable, accounts payable, and reconciling bank statements.
- N. Manage investments with input from Board and District Manager
- O. Monitor bank accounts to guarantee all deposits are insured
- P. Provide required documents for district audit

2. EDUCATION PROGRAM & ACTIVITIES

Priority B

- A. Assists with the Area I Envirothon, Arbor Day Activities, 6th grade Outdoor Education Day, Poster contest, school visits, Rural Beautification Contest, newsletters and the Northwest MN Water Festival

3. PLANS AND REPORTING

Priority B

- A. Assist with the preparation of the Annual Plan
- B. Provide financial documentation for State reporting in eLink
- C. Complete reports required by MCIT and PERA

SUPERVISION:

This position works under the supervision of the District Manager and assists the District staff and NRCS staff as needed.

ANNUAL PERFORMANCE EVALUATION:

This position's performance evaluation is conducted by the District Manager and is reviewed by the Personnel Committee of the District Board.

Priority A 90%
Priority B 10%

Created: July 24, 2023

Updated: September 18, 2024