

Pennington SWCD - Position Announcement

Assistant District Coordinator

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| POSITION STATUS | Regular, part-time transitioning to full-time employment January 2025 |
| STARTING SALARY RANGE | \$23.00+ DOE |
| POSITION LOCATION | Thief River Falls, Minnesota |
| CLOSING DATE | 4:30 pm November 29, 2024, or open until filled |

POSITION PURPOSE:

The Assistant District Coordinator performs financial and administrative functions for the Pennington SWCD. 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 and Water Conservation District. A valid Minnesota driver's license is required. Benefits include paid vacation, sick leave, holidays, insurance allowance, and PERA. Vacation and sick leave will be determined per employment policy.

DESIRED QUALIFICATIONS:

- Experience with QuickBooks Online
- A degree and/or experience related to finance and accounting
- Must have strong oral and written communication skills
- Must be able to work independently
- Organized and detail oriented

ESSENTIAL JOB FUNCTIONS AND DUTIES:

The duties below are normal for this position. These are not to be construed as exclusive, exhaustive or all-inclusive. Other duties may be assigned and required.

- Payroll, financial reports, invoicing, and grant tracking
- Financial tracking within QuickBooks Accounting Software and Microsoft Excel
- Preparing monthly, quarterly, and annual financial reports
- Assist with audits
- Assists District Manager in preparing annual operating budget
- Attend meetings, trainings, and other duties as assigned by the SWCD

SELECTION PROCESS:

Applicants must submit a resume, cover letter, and complete application for employment to:

Pennington SWCD
Attn: Peter Nelson
201 Sherwood Ave S
Thief River Falls, MN 56701

Or email completed application materials to peter.nelson@pennington.mnswcd.org

Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applicants selected for the interview process will be contacted directly.

Pennington SWCD is an equal opportunity employer and provider