

CENTRAL KLICKITAT CONSERVATION DISTRICT

Administrative Assistant

SALARY RANGE and BENEFITS:	\$12.50 – \$20.00 per hour, depending on qualifications and experience. Ten paid holidays, sick and annual leave, and health insurance stipend. Benefits are based on percentage of full-time employment. Other benefits as described in Employee Manual.	HOURS:	PARTTIME – average of 20-24 hours per week
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BACKGROUND: Central Klickitat Conservation District is a political subdivision of State government established in 1946 to assist land users in Klickitat County with renewable resource conservation. The Conservation District shares office space with and works closely with the USDA Natural Resources Conservation Service and Farm Services Agency.

GENERAL JOB DESCRIPTION:

Within the policies of the Central Klickitat Conservation District, Washington State Conservation Commission and under the supervision of the District Manager, the Administrative Assistant maintains and coordinates District administrative and financial functions.

The major responsibilities of the Administrative Assistant include, but are not limited to:

- Accounts payable and accounts receivable;
- Payroll, including processing of payroll liabilities;
- Bank account reconciliation and cash flow analyses;
- Monthly and annual financial report preparation;
- Employee orientation and records maintenance;
- Coordination of Board of Supervisor elections and appointments;
- Develop and maintain standard operating procedures for administrative duties;
- Clerical assistance to District Manager for meetings and other routine activities.

The Administrative Assistant works directly with the District Manager to accomplish the financial tasks described above. The position will require evening work 2 days per month to attend board meetings as well as occasional travel and work outside of the usual office work week to attend meetings and training. Initial training will be completed by the district manager, past financial staff and financial staff from neighboring conservation districts.

MINIMUM QUALIFICATIONS

Applicant must demonstrate the ability to perform the job functions listed below, including experience with Microsoft Office and QuickBooks software. Experience working in a professional office environment. A minimum of a 2 year post high school degree is required with additional education desired. Experience in a professional office setting, accounting, business administration or related field is preferred. Must have at least novice level experience with QuickBooks.

ESSENTIAL JOB FUNCTIONS

Financial

- A. Prepare payments for accounts payable, including preparation of checks for Board and Manager signature.
- B. Process payroll, including all payroll liabilities (e.g., taxes, health insurance, retirement contributions)
- C. Make bank deposits and transfers.
- D. Reconcile bank and credit card statements.
- E. Track expenditures and balances of individual grants and contracts, as well as bank accounts and cash flow.
- F. Prepare monthly and quarterly grant vouchers and quarterly reports.
- G. Prepare monthly financial reports and year-end financial statements.
- H. Update employee composite rate worksheets as necessary.

Administrative

- A. Represent CKCD's front office including attending to walk in customers and answering phones as time allows.
- B. Distribute Board meeting notices, agendas and other pertinent materials, and record meeting minutes in coordination with the District Manager.
- C. Assist with development of financial and administrative procedures and policies and written document of those procedures.
- D. Coordinate Board elections and appointments and reporting to the Conservation Commission.
- E. Maintain all necessary insurance and bonding in accordance with District, state and grant policies and requirements.
- F. Assist with updating and maintaining filing system for District materials.
- G. Maintain proper documentation of website and social media presence.
- H. Provide support to District Manager for annual internal audit.
- I. Maintain inventory of District property, including office supplies, equipment and vehicles.
- J. Maintain Newsletter mailing list.

SECONDARY JOB FUNCTIONS

- A. Assist with preparation and distribution of quarterly newsletter and other educational materials.
- B. Assist with coordination of annual Native Plant Sale, including organization, plant orders, promotion, order processing, and volunteer recruitment and training.
- C. Assist with maintenance of computer files.

NOTE: *These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- A. Ability to work closely with others in a public office environment.
- B. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision.
- C. Ability to maintain accurate records regarding time-keeping and authorized expenses.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED (can be acquired through training)

- A. Understanding of the District's functions and Long Range Program.
- B. Familiarity with the Washington Conservation Commission Procedure Manual and BARS Manual.
- C. Thorough understanding of the appropriate uses of public funds.

NOTE: *This position requires primarily office work with occasional field work to support other staff and the CKCD mission. Office duties include use of computer equipment, audio visual aids, and occasional transport and assembly of display material. As required to properly carry out assigned duties, the applicant must possess or obtain a valid Washington driver's license.*

TRAINING AND PERFORMANCE EVALUATION

Performance standards will be developed as needed to assist in evaluating work abilities, and work products. The person in this position will be evaluated in accordance with the Central Klickitat Conservation District Employee Policy Manual. These guidelines include a six-month period of probation and thereafter, at a minimum, evaluations annually. Performance evaluations are designed to aid communications between supervisors and employees and clarify duties and responsibilities. They are intended to assist in the personal development of employees and to strengthen their performance through the development of an employee-training plan. Performance of each duty in this position will be evaluated against the requirements developed for the position. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

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

This is a part-time position. Work hours may vary daily or weekly depending on workload and employer needs.

**Completed Employment Application, Resume and Cover Letter may be delivered to the
Central Klickitat Conservation District office, 1107 South Columbus Avenue,
Goldendale, WA 98620.**

Position will remain open until filled.