

Administrative Assistant: Fillmore SWCD

Position Announcement

Position Title

Administrative Assistant

Closing Date

4:30 p.m., December 8th, 2023

Position Location

Preston, Minnesota

Anticipated Timeline

Interviews: near December 15th, 2023.
Board hiring approval: December 21st, 2023, or sooner.
Start date: as soon as mutually agreed upon.

Compensation:

\$22.06 - \$24.10 per hour,
based on qualifications.

Application Packet Requirements

Cover letter, resume, 3 references, and Fillmore SWCD application

General Definition of Work

This is a full-time, Administrative Assistant position with the Fillmore Soil and Water Conservation District (SWCD). The individual would report to the Fillmore SWCD office in Preston, MN. Teleworking is not anticipated for this position.

Under general direction of the Fillmore SWCD District Administrator, an employee of this classification performs intermediate skilled administrative work serving as receptionist; maintaining financial records; accounts receivable/payable; provide fiscal and grant management to the Root River One Watershed One Plan; assist with SWCD monthly board meetings; coordinate District education and outreach programs; and related work as apparent or assigned the District.

Excellent communication, interpersonal and organization skills with attention to detail are required. The employee will utilize Microsoft Office applications and QuickBooks. Work is performed primarily in an office setting with occasional fieldwork causing moderate to high risk of discomfort.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Acts as receptionist to the District; answers phone and greets customers; responds to questions and directs customers to appropriate staff members; assists with the sale of district items to customers (plat books, bacteria test kits, trees).
- Assists District Administrator in preparing agendas for monthly Board Meetings; compiles information to be included in Board packets sent by mail and email; records and transcribes meeting minutes for official record; attends Board Meetings.
- Maintains accounting records and processes accounts receivable, accounts payable, invoices, sales tax payments, and other taxes.

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- Prepares year-end financial reports for submission to Board of Water and Soil Resources (BWSR) and the State of Minnesota; provides requested information to auditors.
- Serves as Assistant Fiscal Agent for the Root River One Watershed One Plan, maintaining financial entries into grant spreadsheets, quickbooks, and BWSR reporting.
- Provides checks-and-balances with the Administrator.
- Prepares journal entries and month-end account closing and balancing.
- Completes bank and investment account reconciliations; maintains investment account information such as interest rates and maturity dates.
- Prepares Treasurer's report and program log.
- Assists with the development and submittal of financial and technical reports, certifications and registrations for grant reporting and management as required by the State, BWSR, MCIT, USDA, funding organizations, etc.
- Coordinates the District tree program, including setting pricing, placing orders, maintaining sales to inventory numbers, and coordinating delivery and pick-ups.
- Assists with District education, outreach, and recognition programs.
- Works with staff and Administrator on the development of a digital newsletter and local newspaper insert highlighting District programs and events.
- Maintains and update District website and Facebook page.
- Maintains District paper and electronic records according to retention schedules, data practices and data retention procedures, and standards set by the District, State and Federal policies.
- Edits and proofreads District records for completeness and accuracy.
- Orders office supplies.
- Performs other duties as assigned or requested.

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all duties performed by personnel in this position. This position reports directly to the Fillmore SWCD District Administrator.

Knowledge, Skills and Abilities

Must possess thorough knowledge of:

- District policies, practices, and procedures.
- Standard receptionist and office practices, procedures, equipment, and office assistance techniques.
- English composition, grammar and spelling, and arithmetic.
- Accounting and bookkeeping theories, principles, methods, and practices.
- Governmental financial laws, ordinance, and regulations.

Must possess the following skills and abilities:

- Excellent communication, interpersonal, and organization skills with attention to detail are required.
- Ability to utilize Microsoft Office applications and QuickBooks.
- Use of computers, associated software packages, hardware, and peripheral equipment.
- Ability to prepare accurate, clear, complete, and concise reports.
- Ability to complete accounting documents and forms and verify and balance financial data.
- Make arithmetic computations and compute rates, ratios, and percentages.
- Understand and apply governmental accounting practices in the maintenance of financial records.
- Follow oral and written instructions. Communicate effectively in oral and written form.
- Establish and maintain effective working relationships with Board Supervisors, customers, associates, vendors, outside agencies and organizations, and the general public.
- Work independently or as part of a team with District staff and other government agencies and organizations.

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Education and Experience

Associates/Technical degree in business administration, or related field, and considerable experience in an administrative clerical role involving accounting and recordkeeping, or equivalent combination of education and experience.

Physical Requirements

This work requires:

- The frequent exertion of up to 25 pounds of force.
- Occasional sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling.
- Close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work is performed primarily in an office setting with occasional fieldwork causing moderate to high risk of discomfort.
- Exposure to fumes or airborne particles.
- Work in a moderately noisy location (e.g., business office, light traffic).

Safety and Training Requirements

The SWCD expects each individual employee to cooperate in every respect to safety so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations and specific job training.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

Special Requirements

Must possess and maintain a valid driver's license.

Application Procedures

Please EMAIL: 1) cover letter, 2) resume, 3) 3 references, and 4) Fillmore SWCD application to:

Fillmore SWCD

Attn: Riley Buley

900 Washington St. NW

Email: riley.buley@fillmoreswcd.org

Phone: 507-887-0240

Note: All applications must contain the above 4 application materials. Applications that do not contain all four materials will not be accepted.

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EQUAL OPPORTUNITY EMPLOYER:

Fillmore and Winona County Soil & Water Conservation Districts are equal opportunity and veteran friendly employers. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law. In compliance with the Americans with Disabilities Act, the SWCD may provide reasonable accommodations to qualified individuals with disabilities during the application and selection process and upon employment.