



Kittitas County Conservation District

2211 W Dolarway Road Suite 4, Ellensburg WA 98926
(509)925-3352 www.kccd.net

JOB ANNOUNCEMENT: February 2, 2022

Closing: Open until filled, application reviews occur continuously

FINANCIAL MANAGER/BOOKKEEPER

LOCATION: Ellensburg, Washington

WAGE: \$20/hr to start with opportunity to negotiate higher based on qualifications

BENEFITS: Medical/Dental/Vision insurance (PEBB), Washington State Retirement (PERS), vacation leave, sick leave, 11 paid holidays



ABOUT US

The Kittitas County Conservation District (KCCD) works with local landowners and land managers (public and private) to conserve natural resources that are vital to our economy and our quality of life. At the heart of our work are collaborative efforts to partner with landowners, public agencies, tribes and the general public to create and maintain resilient working landscapes through voluntary incentive-based measures. We take pride in making a difference for the people, agricultural, and natural resources in our communities.

DESCRIPTION

The Financial Manager/Bookkeeper is an essential position in the KCCD team. This position is best filled by an individual who is highly organized, thorough and detail oriented with strong math, analysis and computer skills. They are responsible for organizing, developing, and managing the fiscal operations and contractual obligations of the KCCD under the supervision of the District Manager. The Financial Manager/Bookkeeper is involved with activities such as accounting, payroll, grant fiscal management, preparing financial records and processing tax reports, audit preparation, records and retention management, office administration and assisting the Manager and Board of Supervisors with other District projects and programs. Confidentiality and independent judgment are necessary. Work is characterized by a substantial amount of financial and administrative functions.

QUALIFICATIONS

The minimum qualifications for this position are:

- High school diploma

- Two years of secondary education or relevant professional level experience in accounting, grant administration or payroll
- Ability to learn and use specific fiscal and payroll applications and upgrades
- Ability to adapt to changing needs/flexibility of processes, procedures, and customers
- Demonstrated skills and ability to work effectively in a team environment
- Possess solid Microsoft Office software skills and ability to use and learn other software
- Exhibit excellent oral and written communication skills.
- Self-motivated; organized, works efficiently, ethically, and honestly
- Proficient in Microsoft Office and Outlook suite software

ADDITIONAL PREFERRED QUALIFICATIONS

- Experience and knowledge in governmental agency accounting, BARS coding, grant management, and State of Washington records retention
- Proficient in Smartsheets
- Basic knowledge of a broad range of natural resource conservation issues, terminology, and best management practices

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for District fiscal operations activities, including BARS accounting, payables and receivables, monthly payroll and employee expense reimbursements, preparation of monthly Board Financial Report, and monthly reconciliation of all District expenses and income. Maintains financial records in an organized manner
- Prepares an Annual Financial Report for the State Auditor and is the primary contact for all State Auditor's Office audits. Organizes and sets up an internal audit/Schedule 22 meeting annually
- Utilize "Best Practices" methodologies developed by the Washington State Auditor
- Maintain the District's files (hardcopy and electronic) and manage records retention
- Attend Board meetings and records, assembles, and distributes all meeting minutes
- Serve as the District Elections Officer or alternate District Elections Officer
- Maintain District Asset Inventory
- Perform other administrative tasks supportive of the District Manager and staff
- Must have, or be able to obtain, and maintain a valid Washington State driver's License

EQUAL OPPORTUNITY EMPLOYER:

KCCD ensures that all qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please contact the District Manager (see below) if you need accommodation to participate in the application process.

SCHEDULE & WORKING CONDITIONS:

This position is permanent, overtime non-exempt, and full-time (40 hours per week). Local and out-of-town travel, occasional evening and weekend hours are possible.

KCCD is committed to ensuring staff experience the reward of public service, while also sustaining a routine that suits employee lifestyles. Several flexible schedule options are available, including occasional telework.

Job descriptions are subject to change by the KCCD Board of Supervisors as the needs of KCCD and requirements of the job change. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing as well as occasional lifting of up to 25 lbs.

COMPENSATION AND BENEFITS:

Starting pay for this position is \$20.00 per hour, with the strong opportunity to negotiate higher based on skills and experience. KCCD observes eleven (11) paid holidays (including one personal holiday). Employees accrue family/medical leave at a rate of 8 hrs/month and annual (vacation) leave at a beginning rate of 8 hrs/month. The District offers medical, dental, and vision insurance coverage for full-time employees through the Public Employee Benefits Board (PEBB). Additional voluntary supplemental insurance opportunities are also available. KCCD participates in Public Employees Retirement System (PERS). Staff has access to an additional voluntary retirement savings options within Deferred Compensation Program (DCP). Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

TO APPLY:

The position is open until filled. Review of applicants will occur continuously until the position is filled. Please include the following in your application package:

1. Resume (not to exceed two pages)
2. Cover letter (not to exceed one page)
3. Three (3) professional/educational references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to the KCCD team in your cover letter. Submit your completed application package to:

Anna Lael, District Manager
2211 W Dolarway Road, Suite 4
Ellensburg WA 98926

Electronic submissions are encouraged. Please submit your application package to the address below:

a-lael@conserveva.net

Please include "Financial Manager/Bookkeeper – YOUR NAME" in the subject line.

***We sincerely thank you for your interest in joining
the Kittitas County Conservation District team!***

Questions regarding this position or application process may be directed to KCCD's District Manager, Anna Lael at a-lael@conserveva.net or 509-925-3352 ext. 7.