



# Kittitas County Conservation District

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

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**JOB ANNOUNCEMENT:** September 12, 2024

**Closing:** Open until filled

## FINANCIAL MANAGER

**LOCATION:** Ellensburg, Washington

**FTE:** 40 hours/week

**STARTING HOURLY WAGE:** \$23.00-\$29.00/hour DOE

**BENEFITS:** Medical/Dental/Vision insurance  
(PEBB), Washington State  
Retirement (PERS), vacation leave,  
sick leave, 12 paid holidays

## INTRODUCTION

The Kittitas County Conservation District (KCCD) is a local unit of government and a special purpose district serving Kittitas County with a staff of eight governed by a Board of Supervisors. We work with local landowners and land managers (public and private) to conserve natural resources 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.

KCCD is primarily grant funded and averages approximately 20 open grants at any time. The grants are secured predominantly from state and federal sources such as the Washington State Conservation Commission, Department of Natural Resources, Department of Ecology, Salmon Recovery Funding Board, Bonneville Power Administration, and the USDA Natural Resources Conservation Service.

KCCD is seeking an energetic team-player who is highly organized, thorough and detail oriented with strong math, analysis and computer skills to fill the existing position of Financial Manager. This position is 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 is involved with activities such as accounting, grant fiscal management, contract management and compliance, 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. Work is characterized by a substantial amount of financial and administrative functions. The position requires a high level of integrity and honesty.

## REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business, Public Administration or a related field. Qualifying experience may substitute year-for-year for the education requirement.
- Five (5) years of financial management experience, grant/contract/agreement review and administration, grant billing and reporting, budget development, and complex financial analyses.
- Demonstrated ability to manage the technical aspects of budget development, including: preparation and justification of the budget, financial modeling and analysis; and ability to interact effectively with program leads and staff by providing financial information to facilitate budget formulation and execution.
- Professional knowledge of software (preferably Springbrook) for financial and grants management.
- Ability to gather, interpret, and communicate financial data to technical (budget/finance background) and non-technical audiences.
- Experience in responding to audits and implementing financial, administrative, and policy changes.
- Ability to work independently and as part of a team.
- Experience managing multiple, diverse issues.
- Demonstrated ability with multi-tasking and project management simultaneously in a dynamic environment while meeting deadlines and time constraints.
- Ability to build respectful and productive relationships with internal colleagues and external stakeholders.
- Demonstrated ability in problem solving and resolving conflicts.

## PREFERRED QUALIFICATIONS:

- Certified Public Accountant, Certified Public Finance Officer, and/or Certified Governmental Financial Management.
- Advanced knowledge of grants management and public sector budgeting.
- Professional knowledge of policies and practices of conservation districts.
- Experience using federal and state funding to administer cost-share programs for natural resource conservation on private lands.
- Proficiency with Smartsheet for collaboration and work management.
- Experience with WA BARS accounting system.

## SCHEDULE & WORKING CONDITIONS:

This position is permanent (40 hours per week), although part-time arrangements will be considered depending on skills and interest of individual candidates. Travel may be required with occasional overnight stays.

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.

Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position involves the following physical demands

- Normally seated, standing, or walking at will.
- Normally physical activity including some bending, pushing, pulling and lifting and carrying, which may range up to 45 lbs. upon occasion.
- Keyboarding and working at a computer monitor for extended periods required.
- Phone usage, reading, speaking, and listening.

This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change as the needs of the KCCD and requirements of the job change.

## APPLICATION INSTRUCTIONS:

To apply, please click the link [here](#).

Please be prepared to submit a letter of interest and a resume by August 5, 2024. Applications that do not include both a letter of interest and resume will not be considered. Kittitas County Conservation District is an equal opportunity employer.