

Position Announcement - Office Manager

POSITION STATUS	Full-time
STARTING SALARY RANGE	\$35,889 – \$48,344 DOE
POSITION LOCATION	Detroit Lakes, Minnesota
CLOSING DATE	Open Until Filled



POSITION PURPOSE:

This position provides administrative oversight of funds received and/or administered by Becker Soil and Water Conservation District (SWCD) and Red River Valley Conservation Service Area (RRVCSA/TSA 1) and provide oversight to field office/TSA operations. The office manager coordinates all financial records, interacts with administrative staff to ensure compliance with regulatory, funding agency and policy requirements, maintains a consistently high quality of work, meets required deadlines, and responds to requests of service in a fast paced team environment. This individual is also responsible for duties associated with human resource management.

DESIRED QUALIFICATIONS:

- A minimum of a two year vocational degree in management, finance, accounting, or related field, with a minimum of 2 years of work experience related to administration and budgeting;
- Proficient knowledge of sound fiscal management and accepted accounting principles;
- Demonstrable experience using Microsoft Office and QuickBooks accounting software;
- Strong interpersonal skills; capable of working effectively with individuals in the public, private, and government sectors; self-motivated: able to work with minimal supervision.

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.

- Maintain a uniform system of budgeting, accounting, and financial reporting in accordance with generally accepted accounting principles; Maintain records and journals for all SWCD and RRVCSA financial assistance programs.
- Oversee financial transactions to ensure compliance with Minnesota statutes governing the expenditure of public funds. Prepare invoices, pays bills, and monitor accounts receivable.
- Provide administrative and clerical support for office operations; Attend SWCD and RRVCSA board meetings, inform Boards of financial and administrative forecasts; take meeting minutes.
- Prepare and present financial reports at monthly board meetings including treasurer's report, bills payable, and budget analysis; Prepare fiscal and calendar year end financial statements and annual report notes.
- Process bi-weekly payroll and supervisor compensation including payroll taxes and quarterly reports, Public Employees Retirement Association remittance and reports, Minnesota State Deferred Compensation, and State unemployment.
- Assist with personnel issues including recruitment, training, processing leave and hours, processing personnel records and timesheets, employment law, and updating insurance coverage.

SELECTION PROCESS:

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

Becker SWCD Attn: Peter Mead
809 8th Street SE
Detroit Lakes, MN 56501
Or email completed application materials to pemead@co.becker.mn.us

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.