

JOB ANNOUNCEMENT

Wright Soil and Water Conservation District

POSITION TITLE: Operations Specialist, Full Time Position

Position Location: Wright SWCD Office, Buffalo, MN

Salary Range: \$67,600 - \$102,850 + benefits
Based upon qualifications and experience

APPLICATION DEADLINE: 4:30 p.m. on April 10, 2023

ANTICIPATED INTERVIEWS: April 24-28, 2023

Send Application To: Luke Johnson, District Manager Wright SWCD 311 Brighton Avenue South Suite C Buffalo, Minnesota 55313 Phone 763-682-1970 Ext 3 E-Mail luke.johnson@mn.nacdnet.net

THE POSITION

This position is full time and is responsible for oversight of all operational functions of the SWCD, including administration, finance, human resources, education and outreach efforts, website management, coordination with other entities. This position is responsible for accurate, reliable and timely financial reporting of District funds. Additionally, this position is responsible for providing direct support to the District Manager and the Wright SWCD Board of Supervisors by performing multiple administrative duties.

DUTIES AND RESPONSIBILITIES – May be comprised of but is not limited to the following

- Oversee successful completion of grant and other program requirements (outreach, implementation, tracking, reporting).
- Administer and supervise the financial affairs of the Wright SWCD.
 - Maintain a uniform system of budgeting, accounting, and financial reporting, in accordance with Government Accounting Standards and generally accepted accounting standards (GAAS).
 - Prepare a budget annually in collaboration with the District Manager.
 - Oversee financial transactions to ensure compliance with Minnesota statutes governing the expenditure of public funds.
 - Prepare financial reports for monthly board meetings including treasurer's report, bills payable, and budget analysis.
 - Prepare fiscal year-end financial statements for submission by deadlines.
 - Compile, review and participate in the preparation of the annual audit.
 - Prepare District's Annual Report and Quarterly Newsletters.
 - Prepare invoices, pays bills, and monitors accounts receivable.
 - Make timely deposits of all income.
 - Review bi-weekly payroll reports.
- Assist with the administration of local, state, federal grant programs.
 - Maintain records and journals for all SWCD financial assistance programs.
 - Produce reports as required.
- Assist and cooperate with meetings, education programs, tours, fair booth and similar activities.
- Maintain the District's website with content and structure changes as needed.
- Transcribe minutes for all District Board meetings to provide an accurate record of these meetings.
- Coordinate meeting agenda information then compile and distribute electronic packets as needed.
- Maintain a staff timekeeping system and generate reports as needed.

- Serve as the SWCD Data Practices Officer and Records Retention.
- Administer and maintain the District's property/casualty liability and worker's compensation insurance with Minnesota Counties Insurance Trust.
- Maintain inventory of all District equipment and assets.
- Establish procedures for file and record management.
- Oversee and ensure compliance with all relevant human resources and payroll needs.
 - Serves as the Human Resources and Payroll Coordinator.
 - Administer and report all employee payroll and supervisor compensation.
 - Assist District Manager with human resources programs by providing human resources services including talent acquisition, staffing, employment processing, training and development, succession planning, and employee relations and retention.
 - Complies with federal, state, and local legal requirements.
- Initiates and directs a public information program through individual contacts, tours, newspaper, radio, TV, SWCD newsletter, public appearances for civic functions, public schools, youth groups, and other groups upon request.
- Identifies sources of operating funds and makes recommendations to the District Manager regarding fiscal management of the SWCD.
- Other duties as apparent or assigned.

MINIMUM QUALIFICATIONS

- Bachelors or Associate degree in accounting, business management, finance, administration or related field.
- Proficiency in QuickBooks.
- Proficiency in Microsoft Excel and Word, with competence in Access, PowerPoint and Publisher a plus.
- Ability to establish and maintain effective working relationships with staff and partnering agencies.
- Ability to communicate effectively, both orally and in writing.
- Ability to performing detailed work, data entry, filing and organizing.
- Ability to maintain confidentiality, with the understanding that unauthorized access and/or dissemination of data is prohibited.
- Self-motivated; able to work with minimal supervision.
- Must possess a valid State driver's license.

DESIRED QUALIFICATIONS:

- Two (2) years or related experience in governmental accounting, banking or related area.
- Experience in human resources.
- An understanding of agriculture and various natural resource agencies.
- An understanding of Soil and Water Conservation District-functions, goals and programs.

PERFORMANCE EVALUATION:

This staff person reports to and is evaluated by the District Manager.

APPLICATION MATERIALS:

Applicants should submit the Wright SWCD job application form, a cover letter, personal references, college transcripts and a personal resume listing qualifications for the position requirements as shown above. E-mail or mail applications to the address listed above by the closing date. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, disability, age, public assistance status, veteran status, sexual orientation or membership or non-membership in an employee organization.