

# CLALLAM CONSERVATION DISTRICT JOB ANNOUNCEMENT

## Bookkeeper/Administrative Assistant

<b>SALARY RANGE and BENEFITS:</b>	\$16.37 – \$24.09 per hour Ten paid holidays, sick and annual leave, health insurance, and State retirement. Paid leave and benefits based on percentage of full-time employment.	<b>HOURS:</b>	HALFTIME – average of 16-20 hours per week
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### BACKGROUND

Clallam Conservation District is a political subdivision of State government. The District was established in 1959 to assist land users in Clallam County with renewable resource conservation.

### GENERAL JOB DESCRIPTION

Within the policies of the Conservation District Board of Supervisors and under the supervision of the District Executive Director, the Bookkeeper/Administrative Assistant maintains and coordinates District financial and general administrative functions.

The major responsibilities of the Bookkeeper/Administrative Assistant include, but are not limited to:

- Accounts payable and accounts receivable;
- Payroll, including processing of all payroll liabilities;
- Bank account reconciliation;
- Monthly and annual financial report preparation;
- Asset and records management;
- Coordination of Board of Supervisor elections and appointments;
- Clerical assistance to Board and other staff for meetings and other routine activities.

The Bookkeeper/Administrative Assistant is directly responsible to the District Executive Director.

Funding for this position is subject to availability of funding, including federal, state and local government grants and contracts.

### MINIMUM QUALIFICATIONS

Applicant must demonstrate the ability to perform the job functions listed below. A minimum of an AA degree is required; experience in accounting, business administration or related field is preferred. Experience involving the job functions listed below may be substituted year for year for education.

### ESSENTIAL JOB FUNCTIONS

#### Financial

- A. Process payroll, including all payroll liabilities (e.g., taxes, health insurance, retirement contributions).
- B. Record and process accounts payable and receivable by funding source and in accordance with State Budgeting, Accounting & Reporting Systems (BARS) manual.
- C. Monitor bank account balances to ensure sufficient funds are available.
- D. Reconcile bank and credit card statements.
- E. Prepare monthly financial statements and year-end BARS financial reports.
- F. Assist Executive Director with monthly grant voucher process, including preparation of support documents, review and submittal of grant vouchers to granting agencies, tracking of voucher payments and grant records management.

### Administrative

- A. Distribute Board meeting notices, agendas and other meeting materials, and record meeting minutes.
- B. Coordinate Board elections and appointments and reporting to the Conservation Commission.
- C. Manage District and employee records in accordance with state requirements and assist with maintenance of computer files.
- D. Provide administrative orientation for new employees.
- E. Maintain filing system for District administrative and grant documents.
- F. Maintain inventory of District property.
- G. Serve as point of contact for general maintenance of office equipment (e.g., printer/copier, computers, phones, postage machine).
- H. Assist with coordination of annual Native Plant Sale, including receipt of plant orders and payment processing.
- I. Develop and maintain District financial and administrative procedures and assist with policy development.

**NOTE:** *These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### KNOWLEDGE, SKILLS and ABILITIES PREFERRED

- A. Understanding of the District's functions and Long Range Program.
- B. Familiarity with the Washington Conservation Commission Grant & Contract Procedure Manual.
- C. Familiarity with the State BARS manual.
- D. Thorough understanding of the appropriate uses of public funds.
- A. Computer skills in all applications of Microsoft Office and Intuit QuickBooks Pro.
- B. Ability to work closely with others in a public office environment.
- C. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision.
- D. Ability to maintain accurate records regarding time-keeping and authorized expenses.

**NOTE:** *This position requires primarily office work. Office duties include use of computer equipment, audio visual aids, and occasional transport and assembly of display material. As required to properly carry out assigned duties, the applicant must possess or obtain a valid Washington drivers license and have reliable transportation*

### TRAINING AND PERFORMANCE EVALUATION

Performance standards will be developed as needed to assist in evaluating work abilities, and work products. The person in this position will be evaluated in accordance with the State Conservation Commission Guidelines. These guidelines include a six month period of probation and thereafter, annual evaluations. Performance evaluations are designed to aid communications between supervisors and employees, and clarify duties and responsibilities. They are intended to assist in the personal development of employees and to strengthen their performance through the development of an employee training plan. Performance of each duty in this position will be evaluated against the requirements developed for the position. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

**NOTE:** *This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the job change.*

**This is a half-time position. Work hours may vary on a daily or weekly basis depending on workload and employee needs. This position is eligible for half of the full-time benefits, including half the monthly annual leave and sick leave hours, and half the hours for each paid holiday.**

**Completed Employment Application, Resume and Cover Letter must be received (not postmarked) at the Clallam Conservation District office, 228 W. First St., Ste. H, Port Angeles, WA 98362 by 4:00pm August 24, 2017.**



# Clallam Conservation District

228 W. First Street, Suite H Port Angeles, WA 98362 www.clallamcd.org 360-775-3747 Fax: 360-775-3749

## Employment Application

### PLEASE PRINT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the District Manager. **A résumé does not replace any section of this application.**

### APPLICATION FOR

Title of Position:	Date of Application:
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### APPLICANT INFORMATION

Last Name:	First:	M.I.:
Mailing Address:	City:	State: Zip Code:
Phone number where you can be reached between 8:00 a.m. and 5:00 p.m. on weekdays. ( ) ( ) If necessary, best time to call you is: _____ a.m./p.m.	Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If offered employment, you will be required to provide documentation to verify eligibility.)	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever worked under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and education record? If yes, please explain:		
Do you possess a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		DL#: Issuing State:

### EMPLOYMENT INFORMATION

Have you ever been terminated or asked to resign from any job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Please explain fully any gaps in your employment history:

### WORK AVAILABILITY

Date available for work: ____/____/____ What is your desired salary range: \$	
Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Will you travel if job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you work evenings and weekends if required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain:

### CRIMINAL CONVICTION(S) (A non-job related conviction does not necessarily bar you from employment – WAC 162.12.140)

Have you ever been convicted of a felony by a court of law within the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Date(s) of conviction(s):
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### EDUCATION

Circle highest grade completed: 8 9 10 11 12 GED <input type="checkbox"/>	College 1 2 3 4	Grad Work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of School	Location of School	Grade Completed or Degree	Subject Studied or Major	Degrees (BA/BS, AA/AAS)

**EMPLOYMENT HISTORY**

List your most recent employment first. List all experience, paid and voluntary, and any job-related military service assignments. Failure to provide all information required may result in rejection of application. ***A résumé does not replace any section of this application.***

Company/Agency Name:	Dates Employed (Mo/Day/Yr)	Job Title:	No. Employees Supervised:
Address:	From: ____/____/____	Specify Duties:	
Phone:	To: ____/____/____		
Supervisor's Name & Title:			
Exact Reason for Leaving:	Starting Salary: \$_____		
May we Contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Salary: \$_____		
Company/Agency Name:	Dates Employed (Mo/Day/Yr)	Job Title:	No. Employees Supervised:
Address:	From: ____/____/____	Specify Duties:	
Phone:	To: ____/____/____		
Supervisor's Name & Title:			
Exact Reason for Leaving:	Starting Salary: \$_____		
May we Contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Salary: \$_____		
Company/Agency Name:	Dates Employed (Mo/Day/Yr)	Job Title:	No. Employees Supervised:
Address:	From: ____/____/____	Specify Duties:	
Phone:	To: ____/____/____		
Supervisor's Name & Title:			
Exact Reason for Leaving:	Starting Salary: \$_____		
May we Contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Salary: \$_____		
Company/Agency Name:	Dates Employed (Mo/Day/Yr)	Job Title:	No. Employees Supervised:
Address:	From: ____/____/____	Specify Duties:	
Phone:	To: ____/____/____		
Supervisor's Name & Title:			
Exact Reason for Leaving:	Starting Salary: \$_____		
May we Contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Salary: \$_____		
Company/Agency Name:	Dates Employed (Mo/Day/Yr)	Job Title:	No. Employees Supervised:
Address:	From: ____/____/____	Specify Duties:	
Phone:	To: ____/____/____		
Supervisor's Name & Title:			
Exact Reason for Leaving:	Starting Salary: \$_____		
May we Contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Salary: \$_____		

*If necessary, list additional employment history and job duties on additional sheets using application format.*

**OFFICE SKILLS**

Data Entry/Management:  Excel  Access  Other \_\_\_\_\_ Word Processing:  MSWord  WordPerfect  Other \_\_\_\_\_

Outlook  Photoshop  Illustrator  PowerPoint  Front Page  QuickBooks  ArcGIS or ArcMap  GPS: \_\_\_\_\_

Other Computer and Software Skills \_\_\_\_\_

**REFERENCES** List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal reference who are *not* related to you.

Name:	Telephone:	Number of Years Known:
Name:	Telephone:	Number of Years Known:
Name:	Telephone:	Number of Years Known:

**ADDITIONAL INFORMATION** (You may add comments that explains information provided above or that may show further qualifications for this position.)


**APPLICANT STATEMENT:**

I certify that all information I have provided in this application and in any attachments in order to apply for and secure work with Clallam Conservation District is true, complete and correct. I understand that false, incomplete or misrepresented statements will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I authorize employers, schools, or persons named in this application to give any information regarding my qualifications and character. I release Clallam Conservation District, all employers, and all references from any and all liability of damages for receiving or releasing information. I understand that Clallam Conservation District does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Clallam Conservation District and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Clallam Conservation District reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of Clallam Conservation District is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are written and signed by Clallam Conservation District's Executive Director.

I also understand that if I am hired I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

If a conditional job offer is made, I agree to undergo job-related background checks and understand that employment is contingent upon meeting Clallam Conservation District security checks.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date