

NORTH ST. LOUIS SOIL & WATER CONSERVATION DISTRICT (Virginia, MN)
POSITION OPENING ANNOUNCEMENT
ACCOUNTING TECHNICIAN – Part-time (Up to 20 hours/week)

The *ACCOUNTING TECHNICIAN* assists the District Administrator in all aspects of SWCD business by performing record keeping, payroll, accounting and general office functions; and by assisting with correspondence, reports, local funding administration and grants processing. This is a new position, the number of hours can vary/flex up to 20 hours average per week. *SUBMIT cover letter & resume on/by November 30, 2020 to anita@nslswcd.org.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Record Keeping & Grant Functions
 - a. Classifies, records, and summarizes numerical and financial data to compile and keep financial records utilizing accounting and spreadsheet software.
 - b. Checks figures, entries, and documents for correctness, mathematical accuracy, and proper coding.
 - c. Maintains all ledgers, accounts receivables/payables, and financial records.
 - d. Prepares monthly, quarterly, semi-annual and year-end state and federal reporting plus funder reports;
 - e. Tracks grant compliance, progress and spending.
 - f. Tracks earned and unearned revenue in Profit & Loss, Balance Sheet and Statement of Cash Flows.
 - g. Assists with budget development for new funding applications and annual budget.
 - h. Compiles, reviews and participates in the preparation of the annual audit, work papers, and financial statements.
 - i. Complies with federal, state, and district policies, procedures and regulations.

2. Payroll
 - a. Compile employee time and payroll data from time sheets and other records.
 - b. Process and issue paychecks and statements of earnings and deductions.
 - c. Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies.
 - d. Keep track of leave time, such as vacation, personal, and sick leave, for employees. Reconcile at least annually.
 - e. Process employment paperwork for employees and enter employee information into the payroll system. Provide information to employees on payroll matters.
 - f. Prepare, file, and pay payroll taxes, retirement, unemployment, W2's and 941's and any other required reporting.

OTHER JOB FUNCTIONS:

1. General Office Work
 - a. Perform general office duties such as data entry; scanning and filing office correspondence; preparing mailings; ordering office supplies; maintaining office equipment.
 - b. Prepare/develop/update/automate forms, processes and procedures.
 - c. Maintain all District paper and electronic records according to retention schedules, data practices and data retention procedures, and standards set by the District, State and Federal policies.
 - d. Update records organization systems and convert paper files to electronic versions.
2. Other duties as assigned

MINIMUM QUALIFICATIONS:

1. Two-year degree in accounting or related field plus two years relevant experience OR four-year degree in accounting or related field.
2. Skill using accounting and spreadsheet software to record, store, and analyze information. Perform calculations and produce documents.
3. Skill in performing detailed work, data entry, and mathematical calculations efficiently and accurately.
4. Skill in filing and organizing.
5. Ability to establish and maintain effective working relationships with staff and funding sources.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to maintain confidentiality, with the understanding that unauthorized access and/or dissemination of data is prohibited.
8. Passes criminal background checks.

DESIRABLE QUALIFICATIONS:

1. Working knowledge of the principles and practices of governmental accounting.
2. Proficiency in QuickBooks and Excel.

WORK ENVIRONMENT

CONSTANT: Sit and near vision. **FREQUENT:** Bend neck; talk/speak; **OCCASIONAL:** Lift and carry up to 10 pounds

SALARY: Anticipated starting salary is \$20.50 to \$22.18/hour. Part-time position with very flexible scheduling. Currently position can be worked remotely or in office. Pro-rated benefits package.

<p>ANTICIPATED TIMELINE: Applications due – November 30, 2020 Interviews – December 3, 2020 Board approval – December 9, 2020 Start date – As soon as mutually agreed.</p>	<p>SEND COVER LETTER & RESUME TO: Anita Provinzino North St Louis SWCD 505 3rd St N, Ste A Virginia MN 55792</p> <p>anita@nslswcd.org</p> <p>No phone calls during hiring process, please</p>
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VETERANS PREFERENCE POINTS:

The SWCD gives veterans preference points to eligible applicants during application screening. Include a copy of your DD214 and other required documents if you are applying for Veteran’s preference points.

DATA PRIVACY:

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested in the application process.

Name, home address and telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won’t be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.

You are not legally required to provide any of the private data listed above. SWCD employees and board supervisors involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule or court order.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

North St. Louis Soil & Water Conservation District is an equal opportunity and veteran friendly employer. In compliance with the Americans with Disabilities Act, the SWCD may provide reasonable accommodations to qualified individuals with disabilities during the application and selection process and upon employment.