



## **LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT**

408 1<sup>ST</sup> AVE., TWO HARBORS, MN 55616

P: (218) 834-8370

[WWW.LAKECOUNTYSWCD.ORG](http://WWW.LAKECOUNTYSWCD.ORG)

<b>Job Posting:</b>	<b>District Financial Clerk, Lake County Soil and Water Conservation</b>
<b>District Location:</b>	Two Harbors, MN
<b>Employment Status:</b>	20 hours per week
<b>Benefits:</b>	Pro-Rated Health Benefit Option, Retirement Plan, Paid Vacation, Sick and Holidays
<b>Salary:</b>	\$16.09 to \$21.71/hr., depending on experience
<b>Status:</b>	Non-Exempt

### **Job Description**

The District Clerk position is responsible for performing administrative, clerical, and financial functions for the Lake County SWCD and may be requested to assist with logistical efforts related to all SWCD employee activities. The District Clerk works with the District Manager to maintain financial records and assist with budget-related programmatic and staffing decisions. This position can be flexible around your schedule as long as required work is completed by expected deadlines.

### **Position Duties**

- Maintain financial records in QuickBooks for the District and all grant programs.
- Recordkeeping duties include: Handle deposits, record payments, balance bank statements, maintain grant records, prepare monthly billing, issue payment for accounts receivable.
- Payroll for staff including PERA and all state and federal tax forms. Maintain record of staff vacation and sick pay. File year end payroll records including W2's and 1099's.
- Submit annual reports to PERA and MCIT.
- Compile documentation for fiscal audits annually.
- Process office communication – incoming calls, e-mail, maintain mail log.
- Maintain and manage District documents and accounting records.
- Coordinate Tree Program with South St. Louis SWCD for Lake County Residents.
- Coordinate Rain Gauge and Snow Rules Program with the State Climatology office and Lake County Volunteer Observer.
- Assist with District programs as requested by District Board and District Manager.
- Attend all scheduled District Board Meetings - provide agenda, financial reports, correspondence, and take minutes.
- Maintain and update documents required by BWSR on the SWCD page on the Lake County website.
- Process conference and/or event registration materials for District Board and staff and track training.
- Purchase office equipment and supplies.

**Required Knowledge, Skill and Abilities:**

- Knowledge of basic bookkeeping, accounting, budgeting and clerical principles.
- Knowledge of payroll and taxes related.
- Ability to perform responsible clerical assignments requiring some judgment and discretion for effective completion.
- Ability to efficiently prepare accurate records and reports.
- Knowledge of and ability to apply software applications including but not limited to Word, Excel, Outlook, and QuickBooks.
- Ability to keep financial records; organize work projects; monitor budgets; work independently; communicate effectively both orally and in writing; and establish and maintain effective working relationships with staff, contractors, public officials, and the general public.

Lake SWCD is an Equal Opportunity Employer. Candidates will be considered without discrimination for any non-merit reason.

Applications will be accepted until October 6 at 4:30 P.M.

We reserve the right to re-post the position if needed.

Please email resume, cover letter and three references to [tara.solem@co.lake.mn.us](mailto:tara.solem@co.lake.mn.us) or mail a hard copy to:

Lake County SWCD  
408 First Avenue  
Two Harbors, MN 55616  
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