



## **Accounting Assistant**

*Permanent and part-time (20 hours per week) with flexible work hours*

*\$15.00 – \$20.00 per hour*

*A competitive benefit package*

**Application Deadline: September 11, 2020**

**Thurston Conservation District seeks an energetic team-player who is highly organized, thorough and detail oriented with strong math, analysis and computer skills.**

### **POSITION DESCRIPTION:**

The part-time Accounting Assistant works directly with the Accountant to record, process and report on the District's finances and budgets. The Accounting Assistant is responsible for the administrative, clerical and data-entry activities related to accounts payables and receivables, grant invoicing, payroll and human resources, account reconciliation, financial reporting, budgeting, audits, and State and Federal filings.

This position requires frequent work with Quickbooks, Excel and SmartSheet. On-the-job training is available for these specific software applications. It is important that the candidate be comfortable with computers, sees the value of learning these applications and is willing to put in the effort to learn quickly.

### **PRINCIPAL RESPONSIBILITIES:**

- Manage the purchase order approval process
- Enter bills, credit card transactions and grant invoices into Quickbooks
- Maintain the department's files (hardcopy and electronic)
- Process check runs and bank deposits
- Collect and archive staff timesheets
- Support RFP and grant contract processes and manage files
- Generate the monthly payroll and journal entry reports
- Calculate grant expense reimbursement allocations and collate backup documents for grant invoices
- Support staff to develop grant application budgets
- Create cash flow, monthly budget vs. actual, and financial reports in Quickbooks and Excel
- Support the onboarding process for new staff
- Manage Human Resources processes and respond to staff questions about their benefits
- Participate in the semi-annual Budgeting and Staffing Plan process
- Assist the filing of the WA State Auditor's Annual Report
- Support the filing of quarterly and annual State and Federal Reports
- Participate in scheduled audits

**MINIMUM QUALIFICATIONS:**

This part-time entry-level position is appropriate for someone working towards an Associates or Bachelor's degree in Accounting, Public Policy or Business Administration or someone looking to re-join the workforce. The main qualifications for this position are:

- High school diploma
- One year of accounting or bookkeeping education or experience
- A proactive learner with keen interest in bookkeeping and accounting, and a strong willingness to learn
- Demonstrated skills and ability to work effectively in a team environment with a wide range of individuals – enjoys collaborative teamwork
- Strong proof-reading skills and an ability to produce high quality work
- Places a high value on honesty and confidentiality
- Proficient in Microsoft Office and Outlook suite software
- Skilled at meeting the deadlines of multiple projects and work activities with minimum supervision

**ADDITIONAL PREFERRED QUALIFICATIONS:**

- Experience in office-based work
- Proficient in Quickbooks and Excel
- Knowledge of the agricultural industry and/or farming or gardening experience

**EQUAL OPPORTUNITY EMPLOYER:**

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. We strive to hire great people from a wide variety of backgrounds. We believe in the importance of recognizing the value that each of us contributes to the success of the District's mission. Having a diverse workforce is the District's greatest resource of strength and knowledge. It is through the combination of talents and abilities that we can pursue finding effective ways to best serve our community. We are committed to building a diverse and inclusive workplace for everyone. All qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

**SCHEDULE & WORKING CONDITIONS:**

This position is permanent, overtime non-exempt, and part-time (20 hours per week) with flexible work hours. Local and out-of-town travel, occasional evening and weekend hours are possible. During the Coronavirus State shutdown, work will primarily be performed at home with occasional work in the District offices.

*This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing.*

**COMPENSATION AND BENEFITS:**

This part-time entry-level position pays between \$15.00 and \$20.00 per hour, depending on the applicant’s qualifications. The Thurston Conservation District observes twelve (12) paid holidays (including two personal holidays). Part-time employees also accrue pro-rated sick and vacation leave. The District offers medical, dental, vision and life insurance coverage at a pro-rated cost to part-time employees. Additional voluntary supplemental insurance opportunities are also available. Participation in regular professional development opportunities are strongly encouraged and supported – including tuition reimbursement. Thurston CD employees participate in [Public Employees Retirement System \(PERS\)](#). Staff also has access to an additional voluntary retirement savings programs within the State of Washington’s Department of Retirement Systems – [Deferred Compensation Program \(DCP\)](#). This position is represented by the Washington Federation of State Employees, AFSCME Council 28.

**TO APPLY:**

Please submit your application by COB on September 11, 2020. Please include the following in your application package:

1. Resume
2. Cover letter
3. Three (3) professional/educational references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to the Conservation District team. Your cover letter is not to exceed one page. Letters of recommendation may be included. Applications are reviewed upon receipt and interviews may begin prior to the application deadline.

Send electronically (*please no paper copies*) to: ***job-applications@thurstoncd.com***

Please include: **Accounting Assistant – YOUR NAME** in the subject line.

**We sincerely thank you for your interest in joining the  
Thurston Conservation District team!**