



Foster Creek Conservation District Position Description

Finance Manager

Foster Creek Conservation District (FCCD) is a special purpose district that delivers a range of grant-funded programs and services throughout Douglas County, in Central Washington. Our mission is to serve the community through providing quality technical assistance for natural resource stewardship.

Position Description

This position is responsible for planning, organizing, developing, and managing the fiscal operations and contractual obligations of the District. The incumbent is involved with activities such as grant management, contract management and compliance, preparing financial records and processing tax reports, assisting with audits, records and retention management, office administration and assisting the Manager and Board of Supervisors with other District projects and programs.

Confidentiality and independent judgment are necessary. Work is characterized by a substantial number of managerial and administrative functions. Incumbent must possess a high level of integrity, honesty, and strong customer service.

Major Responsibilities

1. Provide assistance to the Executive Director in carrying out the District's Annual and Long-Range Plans.
2. Assist the District Manager with activities related to grant management and compliance with local, state and federal laws and regulations.
3. Ensure accurate, efficient and timely completion of all District administrative and financial operations.

Essential Duties & Responsibilities

1. Serve as the designated District Treasurer. Manage fiscal operations activities, including BARS cash basis accounting, overseeing and tracking revenue and expenses, processing payroll, and other financial reports for the Board of Supervisors, District Manager, and others as requested. Manage district employee benefits programs.
2. Prepare the Annual Financial Report for the State Auditor and serve as the primary contact for all State Auditor's Office audits. Schedule and assist the Board of Supervisors with conducting the annual Schedule 1 and 22 internal audits.
3. Reconciling credit card purchases, travel vouchers, and other expenditures.
4. Assist the District Manager and the Grants and Programs Manager with:

- a. Grant budgets and administration of grant funds as received by County, State, and Federal governments and other entities.
 - b. The preparation of monthly or quarterly vouchers to appropriate funding agencies; maintain all financial and administrative documentation for projects; assist with and submit required progress reports to funding agencies; and maintain all backup documentation for projects.
5. Administer employee health insurance benefits, retirement, and other employee benefits as needed.
 6. Accurate preparation of the monthly Financial Report.
 7. Records management and maintenance of office filing systems.
 8. Assist with the development of grant applications and budgets, update composite billing rates and assist the District Manager with outyear rate projections.
 9. Assist with contract review for billing procedures, legal issues and grant requirements, including bidding and purchasing.
 10. Review and recommend revisions for District financial and personnel policies.
 11. Performs other duties as assigned by supervisor.
 12. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Foster Creek Conservation District.

Required Knowledge & Skills

1. High school diploma or equivalent, plus two years of administrative experience is required.
2. Must have and maintain a valid Washington State Driver's License.
3. Must have a moderate level of operational competence with MS Office software including Word, Excel, PowerPoint, and Outlook.
4. Must have demonstrable organizational skills.
5. Must be able to effectively communicate verbally and in writing with a diversity of cooperators, co-workers, and others.
6. The incumbent must be self-motivated, able to work independently and in groups, and work efficiently and honestly.
7. Must have demonstrable experience working positively and successfully with individuals one-on-one and in group settings.
8. Ability to organize and plan own schedule of activities related to work goals set by the District Manager.
9. Ability to maintain accurate records regarding time-keeping and authorized expenses.
10. Ability to work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.
11. Must be able to physically perform the tasks of the job in an office environment and occasionally carry up to 25 pounds of supplies and/or materials.
12. Able to be bonded for financial management.

Preferred Knowledge and Skills

1. Have certificates or specialized training in finance, human resources, or other closely related fields.
2. Ability to type at least 60 wpm.
3. Understanding of personnel benefits programs.

Compensation

This position is classified as a part-time position serving 18-30 hours a week with hourly compensation range is \$18.66 – \$24.23 (Range 42). This position is eligible for sick and vacation leave, medical insurance including vision, and retirement benefits as outlined in the employee appointment letter and per District policies. Terms of compensation and benefits are set by the position appointment letter and may be amended at any time by the Board of Supervisors.