

# POSITION ANNOUNCEMENT

## COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT

**Title:** Administrative Assistant, Permanent Full Time

**Position Location:**

Cottonwood Soil and Water Conservation District  
210 10th Street, Windom MN 56101

**Application Deadline:**

Friday, May 24, 2024 at 4:30 p.m.

**Starting Salary Range:**

Starting a wage range \$22.02 - \$25.52 (depending on qualifications)

Benefits include sick leave, annual leave, paid holidays, PERA retirement plan, and health insurance.

**Position Description:** The Administrative Assistant will be responsible for maintaining the Soil and Water Conservation District (SWCD) accounting system in accordance with state standards and provide assistance to SWCD, Greater Blue Earth River Basin Alliance (GBERBA) and County programs as assigned.

This position does not require overnight travel except for occasional training or similar events. Transportation will be provided or mileage reimbursement for use of personal vehicle for work related training/event travel.

**Minimum Qualifications**

- Requires post-secondary education in business and/or accounting or an equivalent combination of education and experience in these areas;
- Accounting principles;
- Be proficient on the computer and have working knowledge of Microsoft Office programs and QuickBooks;
- Self-motivation and ability to work independently without close supervision;
- Strong written, verbal and communication skills;
- Ability to establish and maintain effective working relationships with others;
- Ability to remain professional in difficult customer assistance situations;
- Must possess or obtain a valid driver's license issued by the State of Minnesota or the ability to attain a Minnesota driver's license.

**Duties and Responsibilities**

- Provide program support for Cottonwood SWCD, Greater Blue Earth River Basin Alliance (GBERBA), and Cottonwood County as directed. Duties include, but not limited to, preparation of long-term plans, State/County/Federal reporting, manage data practices and assist with Human Resources functions of the District.
- Provide financial record for all programs & entities. Duties include, but are not limited to, payroll, benefits, maintain payroll records, prepare year-end financial statements, assist in annual budget development, maintain accounts receivables and payables, etc.
- Provide support to the Cottonwood SWCD Board of Supervisors & District Administrator such as mailings, compiling monthly staff reports, assist the District Administrator with Board meeting agendas, minutes, and handouts, and compile monthly financial reports.
- Office receptionist duties such as answering main phone line and greeting walk-in customers in a professional manner, maintain office supplies, prepare vouchers and billing and payments, etc.
- Assist with educational events such as planning assistance
- Maintain entity websites as needed and requested.
- Duties as assigned.

**Hiring Procedure:** Applicants must submit a completed resume, cover letter and job application for employment to the Cottonwood SWCD. Applications may be picked up at 210 10<sup>th</sup> Street, Windom, MN 56101 or on our website at [www.cottonwoodswcd.org](http://www.cottonwoodswcd.org). Applications will be evaluated based on the information supplied in the resume and application to determine if they meet the minimum job qualifications. Top applicants will be selected for interviews. For questions please call the Cottonwood SWCD Office at 507-832-8287.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital or family status.