



## **Administrative Assistant – Accounting Specialist**

**Position type:** Full-time, Non-Exempt

**Location:** Barnesville, MN

**Pay Range:** \$47,000.00 - \$58,000.00

The Administrative Assistant – Accounting Specialist will work with our team to promote the mission and goals of the Buffalo-Red River Watershed District Board of Managers.

The goals of the BRRWD Board of Managers include:

- Address flood concerns.
- Maintain drainage systems.
- Develop programs and projects that help sustain high-quality surface and groundwater.
- Support projects that reduce erosion.
- Educate landowners about water and soil resources.

The Administrative Assistant – Accounting Specialist will assist in maintaining financial records, preparing payments to vendors, preparing information for the Board of Managers, and assisting landowners and other stakeholders with general inquiries.

### **General Description of Responsibilities:**

**Administration:** The Administrative Assistant – Accounting Specialist will provide administrative support for all District activities including, day-to-day operations and workflow of the office building, organizing office procedures such as information filing and retrieval systems, supplies, and inventory ordering, answering phone calls, welcoming visitors, and assisting landowners with questions and concerns.

**Financial Record Management:** Central to the success of BRRWD projects and programs is effective management of financial records. The Administrative Assistant – Accounting Specialist will maintain District financial records and reconcile bank statements, record deposits and withdrawals from project accounts to accurately track grants, county proceeds, and vendor invoices, and prepare financial reports monthly and annual financial reports for Board of Managers.

**Document Management:** The Administrative Assistant – Accounting Specialist is responsible for managing documentation relating to financials of the District. This includes preparing tax documentation for appropriate vendors and landowners.

### **Required Experience:**

- High School graduate or equivalent with 5+ years of finance experience; or Associate Degree or two-year college equivalent in accounting, finance, business administration with 2+ years of finance experience.
- Experience with Quickbooks and Microsoft Excel.
- Possess a valid Driver's License.

**Preferred Experience:**

- +3 years-experience in similar position
- Notary Public
- Knowledge of general accounting and budgeting principles and practice.
- Knowledge of internal controls and audit procedures.

**Other Knowledge, Skills, Abilities Desired:**

- Ability to establish effective working relationships with appointed officials, staff, and District residents.
- Ability to communicate effectively, verbally and in writing.
- Strong organizational and time management skills
- Ability to learn and understand state and federal laws, policies, financial policies.

Final candidate will be required to pass a Background Check and Motor Vehicle Report.

**Benefits**

- Health Insurance
- Vision Insurance
- Dental Insurance
- Health Savings Account (HSA)
- Life Insurance
- Disability Insurance
- Public Employees Retirement Association (PERA)
- Vacation and Sick Time
- Paid Holidays

**How to apply:** Send cover letter, and resume to District Administrator, Kristine Goeden, [kgoeden@brrwd.org](mailto:kgoeden@brrwd.org).

**Closing date:** Open until filled.

For information on Buffalo-Red River Watershed District please visit our website, [www.brrwd.org](http://www.brrwd.org)

Buffalo-Red River Watershed District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.