

Marion Soil and Water Conservation District Job Description

Job Title: Financial Administrator

Reports to: District Manager

FLSA Status: Non-exempt



Introduction

The Marion Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs. The District's mission is to protect, conserve, and improve the quality of soil and water in Marion County through planning, technical assistance, and education.

Position Overview

This is a full-time, at will, non-exempt position (exempt from the overtime provisions of the Fair Labor Standards Act), which serves as the Financial Administrator of the Marion Soil and Water Conservation District. The position acts on behalf of the District Manager and the District Board of Directors (Board), within the authority delegated by the Board and this description, and reports to the District Manager. This position does not supervise staff.

The Financial Administrator provides financial administrative support to the District Manager to manage the District's local government funded budget including annual budget preparation, budgeting oversight, business operations, cash flow, reporting, audits, and payroll.

Duties and Functions

The Financial Administrator performs job duties in accordance with all applicable state and federal laws.

Finance Operations (55%)

- Manages monthly and annual budget expenditures.
- Responsible for preparing and processing accounts payable.
- Establishes and maintains District processes and procedures for purchase approvals and tracks spending.
- Responsible for processing account receivables. Tracks receivables and creates invoices.
- Completes tasks associated with the transfer, deposit, and reconciliation of the Local Government Investment Pool.
- Responsible for annual financial reporting, including W-2 and 1099 preparation and reporting.
- Maintains and updates as needed, the District accounting system using QuickBooks.

- Conducts Payroll disbursement for District employees, including payroll tax, benefits payments, and processing reports as required.
- Works with the Treasurer to develop (subject to Board approval) fiscal policies and procedures to ensure strong fiscal controls and compliance with appropriate accounting standards.
- Completes account reconciliations. Produces the monthly Treasurer's Report and develops financial reports as needed.
- Works with District Manager to oversee contracts keeping well-informed of pertinent law, regulations, and best management practices that relate to MSWCD contracts.
- Assists District Manager with keeping well-informed regarding compensation and wages and updates the District Salary Management Plan.
- Keeps and maintains a list of all District Capital Items.

Budgeting (20%)

- Works with the District Manager and Board to develop the District Budget; understands and ensures compliance with Oregon Local Budget Law.
- Works with Budget Officer, District Manager, and Board to develop the Budget Message and other required budget items as needed.
- Assists the District Manager with budget planning and presentation of the Budget Message at Budget Committee meetings to facilitate the District budget for review and approval.
- Presents the budget at the Budget Hearing to facilitate adoption of the District Budget.
- Works with the District Manager to monitor and manage the budget throughout the year. Develops budget revisions as needed for Board approval.

Financial Audit (5%)

- Coordinates with an external firm to conduct the annual audit. Prepares the District year-end financial statements for audit. Provides documents required and responds to questions from the Auditor.
- Implements improvements to the accounting system and financial controls in response to Auditor recommendations and Governmental Accounting Standards Board standards and requirements.

Organizational Support (15%)

- Provides onboarding related to payroll and purchasing procedures etc. for new hires.
- Attends regularly scheduled and ad hoc meetings.
- Conducts other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District financial operations.

Professional Development (5%)

- Upon approval, pursues professional and personal development opportunities.

Knowledge, Skills, and Abilities

- Knowledge of and experience with standard accounting practices is required.
- Experience with and knowledge of Oregon Local Budget Law is preferred. Ability and willingness to learn Local Budget Law is required.
- Experience with and knowledge of Oregon Public Contracting rules is preferred. Ability and willingness to learn public contracting rules is required.
- Knowledge and ability to use Microsoft Office 365, SharePoint, Microsoft Word, Excel and Outlook and other related computer programs, working with databases and conducting internet research.
- Excellent skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities, meet deadlines, and problem solve are required.
- Strong ability to think ahead, take personal initiative, work both independently and as a team member, collaborate and coordinate with others, and take a lead role when appropriate.
- Requires excellent communication skills, both verbal and in writing, and people skills.
- Ability to pass a Background check is required.

Qualifications

- Bachelor's degree in Public or Business Administration, Accounting or Finance, Natural Resources Management, Agricultural Business, or a related field; plus, three years of progressive responsibility in program management, fiscal management, and bookkeeping, and/or agency administration. Additional qualifying experience or education may substitute for the educational or job experience required.
- Three to five years minimum experience in fiscal management, government or nonprofit strongly preferred.
- Experience in a computer accounting program is required, with preference to QuickBooks Pro.
- Proven knowledge of standard accounting practices is required.
- Background in government or nonprofit fund accounting is preferred.
- Demonstrated knowledge of applicable local, state, and federal laws, rules and regulations, and policies governing public accounting and contract management processes.
- Requires the highest ethical standards and public trust which must be always maintained.

Job Conditions

- This position is primarily in an office setting, located in Stayton, OR operating office equipment such as a computer or copier. Telecommuting options are available to discuss.
- Position may require standing for extended periods of time, as well as stooping, squatting, bending, kneeling, etc.

- Work hours may include occasional evening and weekend hours. Travel for conferences, workshops, and training sessions may occur for up to three days duration.
- All duties shall be performed in a prudent, sensible, and safe manner.

Marion Soil & Water Conservation District is an equal opportunity employer.

Salary Range: Minimum starting salary is \$29.79 per hour.

Benefits: Marion SWCD provides a generous benefits package including health, dental and life insurance plans, a flex spending plan, paid sick, vacation and holiday leave and retirement through a deferred compensation program. Some benefits are subject to a waiting period and completion of the introductory period.

Developed by the District Manager – June 2022

Brenda Sanchez

District Manager

6/8/22

Date