

# Marion Soil and Water Conservation District

## Office Support and Accounts Payable Assistant

### Job Description



*Our mission is to partner with people in support of thriving lands, clean water, and healthy habitats. We do this through planning, technical assistance, funding, and education.*

### 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.

### Position Overview

This is a full-time position which serves as the Office Support and Accounts Payable Assistant of the Marion Soil and Water Conservation District (District). The position acts on behalf of the District Manager and the Board of Directors (Board), within the authority delegated by the Board and this description.

Do you thrive in a fast-paced environment where organization and attention to detail make all the difference? We're looking for a proactive and resourceful Office Support and Accounts Payable Assistant to support our administrative operations. In this multifaceted role, you'll be the welcoming presence that greets guests, the sharp-eyed recorder of key discussions, and the diligent financial assistant ensuring accounts stay on track. Your ability to balance multiple priorities with efficiency and enthusiasm will be key to keeping the team running smoothly. If you enjoy contributing to meaningful work, take pride in organization, and excel in a collaborative setting, we'd love to hear from you!

At the District we believe that our greatest successes come from a combination of strong teamwork and individual initiative. Employees are expected to collaborate effectively with colleagues while also taking ownership of their specific roles. We value open communication, mutual respect, and a shared commitment to achieving our goals.

### Core Job Duties with Percent of Annual Work Hours Dedicated to Job Duties

An estimated 85% of annual work hours (~ 2080 hrs.) are dedicated to job duties, with up to approximately 15% allocated to support the balance of work and life through company-paid leave.

### Accounts Payable & Bookkeeping Support (~ 25%)

- Execute financial transactions with precision, including receiving and paying bills, scheduling check signing, and processing deposits. Utilize QuickBooks, Square, and Stripe software to maintain accurate records, ensure timely payments, and uphold financial integrity.
- Act as the primary liaison for vendor payment statuses and inquiries, fostering professional and positive working relationships.
- Collaborate with the District Manager to reconcile accounts payable statements regularly, ensuring accuracy, promptly addressing any discrepancies, and maintaining meticulous records to support financial accountability.
- Oversee point-of-sale operations during the District's Native Plant sale, including cash

transactions and processing through Square and Stripe systems. Accurately track receipts and manage financial documentation to ensure seamless and professional customer experience.

- Work with the District Manager and provide support for the District's annual audit.

### **Operations Support (~30%)**

- Provide administrative and logistical support to the District Manager and Board of Directors as needed, including preparing correspondence, assembling meeting materials, coordinating schedules, assisting with special projects, and ensuring timely follow-up on assigned tasks.
- Responsible for overseeing office supply purchasing and procurement activities. This includes sourcing supplies and services in alignment with organizational needs and budget guidelines.
- Performs due diligence by vetting contractors and service providers, including contacting business references and reviewing qualifications to ensure quality and reliability. Conducts cost comparisons to ensure best value, evaluates vendor quotes and offerings, and maintains relationships with preferred suppliers as requested.
- Serve as the primary point of contact for all office printer needs, ensuring their smooth operation and functionality. Proactively monitor and restock printing supplies to avoid disruptions, coordinate timely service calls for maintenance or repairs, and ensure printers remain in optimal working condition. Provide hands-on support to staff with printing tasks, including collating and troubleshooting, to keep office workflows running seamlessly.
- Arrange travel bookings and itineraries for staff and Directors as requested, ensuring all travel plans are well organized, communicated, and cost-effective.
- Coordinate with the District Manager to finalize and approve the monthly Director Board packets. Once confirmed, ensure the packets are printed in the approved manner, carefully packaged, and mailed by the monthly deadline to each Director.
- Provide support during Board of Directors meetings by assisting the District manager in facilitating Zoom virtual meeting functions and capturing detailed, accurate notes that document key points, decisions, and action items.
- Draft Board meeting minutes, ensuring compliance with Oregon Public Meeting Law. Ensure minutes are reviewed by the District Manager and Board Secretary, approved by the Board, and retained according to District policies and procedures.
- On a monthly routine compile and send to the Interested Party list copies of Board and Committee minutes and agendas via email and US Post.
- Organize and maintain both electronic and physical filing systems to ensure easy access to documents in accordance with the Oregon Public Records Retention Schedule, ensuring accessibility and regulatory compliance.
- Coordinate the District's mail operations, overseeing the collection of mail from the PO box and managing both incoming and outgoing correspondence. Ensure all mail is promptly sorted, distributed, or sent to maintain efficient communication. Monitor and maintain an adequate supply of postage and mailing materials, ensuring the mailing process runs smoothly without interruptions.
- Coordinate the District's Conference reservations and scheduled use.
- Provide administrative support to employees for program needs, special projects, including research and data entry as requested.

### **Reception & Customer Service (~10%)**

- Greet visitors warmly, answer inquiries, and direct individuals to the appropriate staff. Provide visitors with information about our services.

- Oversee the District's internal phone system to ensure efficient and professional communication. Handle incoming calls with courtesy and professionalism, accurately taking messages or seamlessly transferring calls to the appropriate team members. Regularly monitor and respond to voicemail messages, ensuring timely follow-ups. Keep personnel rosters up to date, enabling smooth internal and external communication across the organization.
- Oversee and energize the District's primary email, office@marionswcd, ensuring it serves as a public hub for communication, connection, and timely responses.
- In the absence of the District Manager assume responsibility for overseeing the daily operation and flow of the office facility. This includes ensuring execution of opening and closing procedures, activating the alarm system for security, and managing access control to the building, ensuring that both public and staff entry is appropriately monitored.

#### **Organizational Support (~10%)**

- Support the District's strategic planning processes, including drafting reports for the Board of Directors as requested.
- May be selected as an appointee to the District's Administration Committee, conducting duties in compliance with Oregon's Public Meeting Law and facilitating video conference meetings.
- Participate in weekly and quarterly staff meetings and attend Administration Team meetings to coordinate administration efforts.
- Support the team to ensure the District's vehicle fleet is well-maintained, coordinating service appointments, tracking maintenance schedules, and keeping vehicles in optimal condition.
- Support new employee onboarding by introducing them to the District's office resources, providing guidance on supplies, systems, and processes to help them feel confident and prepared in their new role.
- Utilize filing systems, databases, and document management tools to streamline administrative processes and manage records in accordance with the Oregon Public Records Retention Schedule.

#### **Other Duties (~5%)**

- Complete other duties as assigned for the purpose of ensuring that the mission is achieved and for the efficient and effective functioning of the District.

#### **Professional Development (~5%)**

- Proactively seek opportunities for professional growth and development, including training and conferences aligned with job responsibilities and the District's mission.
- Proactively engage in cross-training with colleagues for a better understanding of their job.

### **Experience, Knowledge, and Skills**

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#### **Experience**

- Minimum two or more years of progressively responsible experience in accounting and office coordination roles.
- Minimum of one year of hands-on experience with QuickBooks or other similar bookkeeping software, including entering and reconciling financial transactions, check writing, preparing journal entries, and assisting with documentation for annual audit.

- Experience performing administrative support duties in an office setting, such as reception, scheduling, filing, printing, minute taking, and document preparation.
- Experience recording and drafting meeting minutes for public agencies, boards, or commissions following Oregon Public Meetings Law (or similar standards) is an advantage.

### **Knowledge**

- Knowledge of invoice workflows, vendor payment procedures, and standard accounts payable practices.
- Understanding of office systems including filing, records management, phone systems, scheduling, and correspondence protocols.
- Knowledge of data privacy practices and compliance with financial record retention and audit standards.
- Knowledge of public records management practices, including digital and paper filing systems, is desired.
- Knowledge of appropriate formats and tone for written and verbal communication in a public service setting.

### **Skills**

- This position requires proficiency in using a computer for email, video conferencing (using platforms such as Zoom and Teams), file sharing, and document collaboration (via Microsoft Office preferred). Additionally, it involves using a cell phone for staff and public contact, quick messaging through text or Teams, or making calls when immediate responses are necessary. District desktop, laptop, desk phone, and cell phone provided.
- Clear, professional, and courteous verbal and written communication skills; able to prepare professional emails, reports, and meeting minutes. Excellent written and verbal communication skills are essential.
- Possess exceptional skills in organization, mindfulness, time management, multitasking, and setting clear priorities.
- Strong organizational skills for managing multiple administrative and financial tasks simultaneously, while maintaining records and files.
- Ability to collaborate effectively with a small team and contribute to a positive, professional work environment.
- Skilled in analyzing situations to make informed decisions, identifying issues, and creating effective solutions.
- Ability to interact positively and professionally with the public, vendors, partners, and elected officials. Ability to work effectively with diverse individuals.
- Ability to troubleshoot routine office and bookkeeping issues independently and propose solutions.

### **Responsibilities and Effort**

Typically working in a supportive role with minimal decision-making authority, this position involves performing tasks under supervision. Collaborates with coworkers to coordinate basic activities, focusing on meticulous, routine, or repetitive tasks that follow established procedures. Accuracy and timeliness in executing assigned duties are essential. The role requires effectively solving routine problems. The individual is expected to take ownership of task outcomes, meet deadlines, and maintain reliability in delivering work that supports team and organizational objectives. Plays a supporting role for District programs and activities. Does not supervise other staff.

Work is generally low pressure, with occasional periods of urgency. The role requires self-motivation, the ability to work independently with some oversight, and effective collaboration. Emotional demands are minimal, involving standard interactions with coworkers, the Board, or the public. Mental effort is typically straightforward and includes assisting others, following established processes, and occasionally addressing customer service needs. A commitment to ongoing professional development is expected to stay knowledgeable with the latest office support trends, accounting practices, and compliance with applicable laws. Physical effort may involve regular handling of equipment, moderate lifting, and extended periods of physical activity.

### **Qualifications**

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A minimum of three years of education and/or relevant work experience directly related to the core responsibilities of the position is required, including:

1. At a minimum, a high school diploma or equivalent is required and,
2. at least three years of directly related work experience tied to the core responsibilities of the position, or
3. an equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the position.

To be considered for employment, all applicants must successfully complete a pre-employment background check and review.

### **Working Conditions**

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- Standard Office Environment. Primarily office-based with occasional light work out of office in controlled settings such as community centers, conference rooms, or outdoor sites. Tasks involve sitting, standing, walking, and light lifting (up to 20 pounds). Field setup is simple, requiring minimal physical exertion and limited use of tools or equipment. Exposure to environmental hazards is rare. Travel outside the office is minimal, typically within local areas.
- The District promotes a hybrid workplace model, offering flexible teleworking opportunities for most positions. After a successful Introductory Period, this position is required to work at least three [3] workdays (equivalent to 24 hrs. in the office). Employees can establish their telework schedules by entering into an annual Telework Agreement with the District Manager.
- All employees work to foster and promote a workplace culture that emphasizes collaboration, innovation, accountability, compassion, respect, and a commitment to a diverse, inclusive environment.
- This role may involve travelling throughout Marion County and other parts of Oregon for training and conferences. District vehicles provided.
- This position works from an office space at 408 N 3rd Ave, Stayton, OR.
- Work is performed both in the office and occasionally outdoors, with potential exposure to pesticides, chemicals, dust, fumes, dirt, noise, heat, vibration, cold, and water.

### **Position Details**

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- Full-Time, at will. Introductory Period is six months.
- Non-Exempt (Fair Labor Standards Act Status)
- Flexible schedule of 40 hrs. a work week (arranged with District Manager) between 7:30 AM and 5:30 PM, Monday to Friday, including occasional weekends and evenings

- This position reports to and is supervised by the District Manager. This position does not include any supervisory responsibilities.

### **Compensation and Benefits**

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- Starting Wage \$21.13 per hour (\$43,957 Annual)
- Comprehensive dental and health insurance, which includes medical, vision, and prescription coverage. Additionally, we provide a 125 Flexible Spending Account Plan for health and dependent care.
- The District provides sick leave, vacation leave, and ten paid holidays annually, along with two additional personal days (8hrs. each day) per year.
- A \$20,000 life insurance policy.
- The District's retirement program includes a 457 Deferred Compensation Plan, Roth IRA, and 401(a) Employer Deferred Compensation Matching Program.
- Paid training and professional growth opportunities are available, subject to District Manager approval and if funds are available in the District's annual budget.

### **Equal Opportunity Employer and Provider**

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Marion Soil and Water Conservation District (SWCD) prohibits discrimination against its employees, applicants for employment, Directors, partners, customers, clients, contractors, and visitors on the basis of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, disability, age, marital status, family/parental status, expunged juvenile record, performance of duty in a uniformed service, physical or mental, disability, citizenship, or any other characteristic protected by federal, state, or local law, regulation, or ordinance. Marion SWCD is prepared to make appropriate arrangements and/or accommodation for people with disabilities. If special physical, language, or other accommodation is needed, please contact the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of any needed accommodation.