

# **Bookkeeper / Administrative Assistant**

## **JOB VACANCY ANNOUNCEMENT**

The Blue Water Conservation District (formerly the Sanilac & St. Clair Conservation Districts) is accepting applications for a Bookkeeping position. This position will assist the District Manager and Board of Director's with accounting and clerical tasks. This is a part time (24 hrs. week) position with the potential to be full time if the selected candidate possesses other skills to contribute to conservation field work (see full time requirements below).

### **Duties**

- Provide weekly bookkeeping services such as payroll, making payments, processing invoices and submitting associated taxes online to the federal gov't and State of Michigan.
- Generate the appropriate financial reports for the Board of Directors' meetings.
- Help the district manager develop an annual budget for Board of Director approval.
- Generate quarterly financial reports and invoicing for grant reimbursements.
- Help the district manager and selected auditor conduct an annual audit.
- Provide any other accountant services that may be needed by the Blue Water CD.
- Aid the district manager with clerical & office duties such as submitting quarterly reports, answering phone calls, replying to e-mails, servicing walk-in customers.
- Develop promotional materials for meetings, fundraisers, etc.
- Help develop and maintain a website and other online media for the Blue Water CD.

### **Required Knowledge, Skills, and Abilities**

- Must have proficient knowledge and ability to use QuickBooks software.
- Must be able to demonstrate QuickBooks abilities upon hiring.
- Must have general accounting knowledge.
- Must possess other computer related skills (such as website maintenance).
- Ability to work independently with diverse clientele.
- Valid driver's license required.
- Able to obtain USDA Federal Security Clearance.

### **Training and Experience Guideline**

Associates or bachelor's degree in accounting or business related preferred but not required. The Blue Water CD will also give consideration based on previous bookkeeping experience.

### **Wage, Benefits, Work Hours, Location**

This position is part time (3 days week) with no benefits. Office hours are M-F from 8:00 am-4:30 pm (a work schedule will be determined by the district manager and the selected candidate). The Blue Water CD has two office locations: Sandusky, MI & Port Huron, MI. The selected candidate may request which office he/she would prefer to work at. Hourly Wage is negotiable based on experience.

### **Full Time Position Requirements (optional)**

This bookkeeping position can potentially be a full time position if the selected candidate possesses other skills that can contribute to conservation fieldwork & if he/she desires to work full time.

#### **Duties Include:**

- Ability to perform all the Bookkeeper duties listed above.
- Ability to use agency specific software related to creating USDA conservation plans & contracts. Mapping software used in this application.
- Assist the public with implementation of conservation contracts such as field checks, equipment delivery, supply procurement, etc
- Some heavy lifting required.
- Ability to perform mechanical repairs.

#### **Wage, Benefits, Work Hours, Location**

If full time work is desired, this would become a salary position with some flexible benefits (health savings account/retirement). Salary will be determined based on experience. Typical work hours will be Monday – Friday, 40 hours per week. Some night and weekend work may be required. The Blue Water CD Board of Director's will choose a location for reporting to work based on the selected candidate's preferences of Sandusky or Port Huron.

#### **To Apply**

Please submit cover letter and include the following:

- Indicate if your preferences are to work part time (24 hrs. week) or full time (40 hrs. week)
- Wage requirements
- Preferred office location
- Other information that you feel is essential to the position

Also submit a resume, & references with your cover letter. Please submit these documents to Joe Kautz, District Manager by email to [joe.kautz@macd.org](mailto:joe.kautz@macd.org) by the close of business on Friday, July 7, 2017. Please contact Joe Kautz with any questions related to the position (e-mail preferred) or by calling (810) 648-2998 x5 or (810) 984 -3865 x5. To obtain further information about the Blue Water Conservation District visit our website at [www.sanilacCd.org](http://www.sanilacCd.org) .