

Job Opening: Bookkeeper



The Walla Walla County Conservation District (WWCCD) is seeking a **bookkeeper** responsible for administering grants, payroll, maintaining financial records, communicating financial status, trends, etc. to the District Manager and Board of Supervisors, and general office management duties. WWCCD operates on a cash-basis and is funded through rotating government and other grants.

This is a full-time, permanent position. A part-time position may be considered for the ideal candidate.

The District has a talented team of passionate and committed people who are mission-driven and care deeply about serving and improving our community. Our dynamic organization is comprised of volunteer board members and paid staff members who help landowners implement “on the ground conservation.” The incumbent in this position will work closely with local landowners, coworkers, and conservation partners within Walla Walla County.

Our Mission: The Walla Walla County Conservation District is dedicated to the conservation and restoration of the natural resources of Walla Walla County, facilitated by working on a voluntary basis with landowners to identify opportunities and create solutions, while consistently providing education, information, and assistance whenever possible.

Required Knowledge & Skills:

- 2-year degree finance, accounting, business management or related field plus 3 years’ experience in an office setting. An equivalent substitution of education and experience may be considered.
- Ability to import data, analyze data sets, and develop accurate records using Microsoft Word and Excel. Training on the financial software SPRINGBROOK will be provided.
- Must have great verbal/written communication skills. Must maintain accurate records, be self-motivated, and work positively in groups and independently.
- Experience in or ability to learn administrative leadership including coordination with multiple agencies and partners to meet project deliverables and goals.
- Must maintain a valid driver’s license and provide a clean driving record at time of hire.
- Must be able to pass security and drug screening to work in a federal building. The successful candidate must pass a thorough background check.

Duties & Responsibilities:

Specific tasks include assisting conservation staff in the following:

- Perform bookkeeping including all aspects of payroll and financial management.
- Maintain constant vigilance of the status of WWCCD funding and work products to ensure the successful execution of contracts and grant agreements.
- Serve as the District point of contact on audits of District finances, record keeping and legally defined or mandated processes and procedures.

Walla Walla County Conservation District

325 North 13th Avenue, Walla Walla, WA 99362-9526

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- Maintain required financial records in accordance with funding agreements and requirements of State Auditor's Office.
- Coordinate with WA State Conservation Commission and ensure successful completion of the annual District Operation Review, Good Governance checklist and other operational reviews to assure the District receives a fully successful rating.
- Develop and maintain positive relationships with funding agency personnel and all office staff.
- Work with partners, stakeholders, landowners and district team to develop meaningful annual budgets, annual work plans and long range (5-year) plans.
- Coordinate with WA State Conservation Commission (WSCC) to ensure District Manager is fully aware of opportunities for funding through the WSCC.
- Maintain electronic versions of current and past financial reports, track budgets and report regularly to District Manager.
- Keep the Board of Supervisors informed as to the financial status of the District via monthly financial reports.

Physical Requirements and Working Conditions

This position primarily involves office work, including long periods of sitting, typing, and reading a computer screen. The position will require occasional weekend work and travel, including overnight travel, typically 1-2 times a year. While occasional work from home may be needed to meet deadlines, the successful applicant must agree to work in the office.

Wage is \$20 to 24 per hour DOQ. The district offers medical, dental, and a retirement savings plan (SIMPLE). As with all positions at the WWCCD, employment is contingent on grant funding and may change depending on state and federal budget allocations. Submit cover letter and résumé to either renee.hadley@wwccd.net or at our office at 325 N 13th Avenue by January 20, 2023 for primary consideration.

All programs, services and employment by the Walla Walla County Conservation District are offered without regard to race, color, national origin, religion, sex, marital status or disability.

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