

Job Opening for a Bookkeeper



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

The position 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 other graphic depictions of plans using combination of 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.

Duties & Responsibilities:

Specific tasks include assisting conservation staff in the following:

- Maintain constant vigilance of the status of WWCCD funding and work products to ensure 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.
- Maintain required financial records in accordance with the funding agreement and/or requirements of State Auditor’s Office.

Walla Walla County Conservation District

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

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Bookkeeper 2023

- 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.
- 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 a site where electronic version of current and past financial reports and the 'Salary Targets' spreadsheet are available to the District Manager.
- Keep the Board of Supervisors informed as to the financial status of the District via quarterly financial reports.

Wage is \$24 to 27 per hour DOQ. 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 for 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.