



Freeborn County Soil & Water  
Conservation District  
1400 West Main Street  
Albert Lea, MN 56007-1816  
Phone: 507-373-5607 Ext. 3  
[www.freebornswcd.org](http://www.freebornswcd.org)

## Job Description

**Position Title:** Administrative Professional

**Position Location:** Freeborn County Soil and Water Conservation District  
1400 W Main Street  
Albert Lea, MN 56007

**Employment Terms:** Full-Time

**Starting Salary:** \$22.00-\$26.00 / hour, plus benefits based on qualifications and experience

### Position Purpose:

The Administrative Professional position is responsible for providing a variety of receptionist, clerical, financial, and administrative duties to support the work, staff, board, and activities of the Freeborn County Soil and Water Conservation District (SWCD). This position serves as the receptionist, answering and responding to inquiries, taking telephone calls and transferring to appropriate parties, distributing incoming mail, and maintaining supply inventories. This position also prepares and maintains monthly financial and written records, reports, and statements in QuickBooks, processes accounts receivable, accounts payable, payroll, and personnel records.

Other duties include assisting with and attending board meetings (second Thursday of the month), preparing monthly board-meeting minutes, assisting with board packets, and related work as apparent or assigned. The candidate must exercise tact and courtesy in their frequent contact with the general public, and must exercise initiative and independent judgment in all phases of work. Work is performed under the supervision of, and reports to the District Manager.

### Education:

Two years of post-secondary education, such as an Associate's Degree in business administration, accounting, or closely related field, plus two years of related progressively responsible office, administrative, clerical, and/or general accounting experience with high levels of customer service.

**-OR-**

An equivalent combination of education and experience to equal or exceed 4 years,

**-AND-**

must have knowledge or experience with accounting and bookkeeping including QuickBooks. Must be self-motivated, able to learn quickly, follow instructions, and handle multiple projects at once. Must possess strong organizational, interpersonal, communication skills (written and verbal), and meticulous recordkeeping skills.

## **Essential Duties and Responsibilities:**

### **Manage SWCD Financial Affairs:**

Maintain and manage an accurate account of the Freeborn County SWCD financial records, bank accounts, and bookkeeping utilizing "QuickBooks Pro" according to the guidelines set by the State of Minnesota State Auditor, ensuring thorough and accurate records are kept in compliance with Minnesota Statutes governing expenditures of public funds through the following:

- Maintain all accounts, ledgers, and monitor/oversee all financial transactions ensuring conformance to proper accounting practices and internal controls including:
  - Accounts Receivable / Payable: preparing invoices, bills, receipts, and collecting amounts owed, while depositing income in a timely and efficient manner, submit payments for liabilities and bills approved by the board, and keep program records of expenditures and justification of funds used and spent that were granted by other agencies.
  - Maintain financial records of bank deposits, account reconciliations and journal entries.
  - Process bi-weekly payroll, and related reports / records in accordance with policies and local, State, and Federal rules / regulations, including payroll taxes, Public Employee Retirement Accounts, MN Dept. of Revenue, IRS, Health Insurance, and payment into HSA accounts.
  - Prepare Supervisors per diems, compensation, and expense records.
  - Prepare, distribute and file W-2's, W-3s, 1099's, 941 quarterly reports, and tax reports for Federal and State agencies on district employees and supervisors by January 30<sup>th</sup> yearly.
  - Sales tax payments.
  - Maintain proper back-up for QuickBooks accounting software, and the fixed assets schedule.
  - Assist with the research, management, monitoring, and administration of all grants, including tracking, data-entry, and submission of reporting in eLINK or other reporting system platforms. Coordinate with staff to complete the required reporting by the deadline.
  - Maintain and track grant dollars coming in and going out monthly via program grant logs.
- Generate, prepare and provide the board with monthly Treasurer's Reports, financial reports, and program logs, including monthly, quarterly, year-end financial statements, reports, account closing and balancing.
- Assist with review of property/casualty liability and worker's compensation insurance with Minnesota Counties Insurance Trust (MCIT).
- Prepare and submit annual PERA and MCIT reports.
- Assist with annual budget preparation, for review by the SWCD Supervisors and County Commissioners.
- Arrange and prepare materials and information for the yearly audit, and provide assistance to the auditor. Supply the auditor with information during the audit as requested.

### **Provide Support to the District Board of Supervisors:**

- Assist with preparation of the board meeting, including the agenda, board packets (sent by mail at least 7 days prior to the meeting), and paperwork needed to facilitate monthly and/or special board meetings.

- Prepare accounts payable and send out payments after board approval.
- Attend all board meetings (second Thursday of the month at 8:30 A.M. as set by the Board of Supervisors) to assist the treasurer with presenting the Treasurer's Reports, including all financial reports, bills payable, answering any questions on financial reports, and to record and transcribe minutes of Board of Supervisors meetings for the official record.

**Administrative and Performance of Other Duties:**

- Serve as receptionist and greeter to the office, including facilitating communications so telephones are answered in a timely manner, receiving inquiries, routing messages including voicemail messages, providing information on various programs, and referring clients to appropriate individuals.
- Maintain and monitor office and field supplies and equipment inventory records, and upon approval of the District Manager, order and purchase needed items ensuring supplies are on hand for daily working operations.
- Maintain cooperative agreements and relationships between various entities and agencies.
- Update, maintain, and manage the office-filing systems, including paper and electronic records according to the record and data retention, policies, and procedures, and data practices standards set by local, state and federal entities.
- Assist with other duties, programs, office operations, and other staff and individuals to implement and promote conservation programs as assigned, including assisting with water monitoring, or surveying in the field when needed.

**Qualifications:**

To perform this job successfully, an individual must be able to perform the required knowledge, skills, and/or abilities listed below effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Required Knowledge and Skills:**

- Understand and apply governmental accounting practices of financial records, accounting and bookkeeping theories, principles, methods.
- General understanding of the operations of computer programs including QuickBooks, and Microsoft Office suite.
- Standard receptionist and office practices, procedures, equipment, and office assistance techniques.
- Prepare accurate, clear, complete, and concise accounting documents, reports and forms including editing, proofreading, verifying and balancing financial data.
- Ability to establish, develop and maintain effective working relationships with customers, associates, vendors, supervisors, co-workers, other SWCD and county staff, outside natural resource agencies/organizations/partners, and members of the public, both in and outside of the district.
- The operation of equipment and machinery requiring simple but continuous adjustments, such as computers, keyboards, vehicles, and other equipment as necessary
- Plan and carry out assignments independently.

**Preferred Skills:**

- Experience with governmental accounting and governmental financial law.
- Understanding of various local, state and federal government duties and roles.
- Experience with grant writing, reporting in BWSR's eLINK system, and project/program support.

**Equal Employment Opportunity**

Candidates will have equal access to employment without regard to race, color, religion, sex, national origin, marital status, age, disability, public assistance status, veteran status, or sexual orientation.