



Kittitas County Conservation District

2211 W Dolarway Rd, Ste 4, Ellensburg WA 98926 • Phone (509) 925-3352 • Fax (888) 546-0825

Kittitas County Conservation District Seeking Accounting Assistant

The Kittitas County Conservation District is seeking an energetic team-player who is highly organized, thorough and detail oriented with strong math, analysis and computer skills to fill a newly created position, Accounting Assistant. This part-time position is focused on administrative, clerical and data-entry activities related to account payables and receivables, payroll and human resources, account reconciliation, financial reporting, budgeting, audits, and State and Federal filings.

The Accounting Assistant position is part of a dynamic team of resource professionals working to implement the vision of the Kittitas County Conservation District. Our vision is to be recognized by all private landowners as a source of financial, technical and educational assistance in Kittitas County; and by local, state and federal authorities as the organization of choice to implement on-the-ground stewardship activities. We serve the citizens of our community (county, state, country) to ensure the long-term use of natural resources in an economically, socially and environmentally sustainable manner using non-regulatory, voluntary approaches.

How to apply:

- Review the attached Position Description.
- Complete the KCCD Job Application Form.
- Provide a current resume (not to exceed 2 pages)
- Complete a cover letter (not to exceed 1 page) describing your interest in the position and highlighting your skills and abilities.
- Provide three (3) professional/educational references

Submit your completed Job Application form, resume, cover letter and references to:

**Anna Lael, District Manager
Kittitas County Conservation District
2211 W Dolarway Road, Ste 4
Ellensburg, WA 98926**

Electronic submissions are acceptable and must be sent to both e-mail addresses below. Fax submissions are not acceptable.

a-lael@conservewa.net and m-nash@conservewa.net

**Position is open until filled. First review of applicants
will occur after December 14, 2020.**

JOB ANNOUNCEMENT



TITLE: ACCOUNTING ASSISTANT

INTRODUCTION

The Kittitas County Conservation District (KCCD) works with local landowners and land managers (public and private) to conserve natural resources that are vital to our economy and our quality of life. At the heart of our work are collaborative efforts to partner with landowners, public agencies, tribes and the general public to create and maintain resilient working landscapes through voluntary incentive-based measures.

We are seeking an energetic team-player who is highly organized, thorough and detail oriented with strong math, analysis and computer skills to fill the position of Accounting Assistant. This position requires frequent work with QuickBooks, Excel and [smartsheets](#). Some on-the-job training is available for these specific software applications; however, it is important that the candidate have strong previous experience specifically with QuickBooks including payroll functions. The candidate must be comfortable with computers, sees the value of learning these applications and is willing to put in the effort to learn quickly.

QUALIFICATIONS

The main qualifications for this position are:

- High school diploma
- Four years of accounting or bookkeeping education or experience
- A proactive learner with keen interest in bookkeeping and accounting, and a strong willingness to learn
- Demonstrated skills and ability to work effectively in a team environment with a wide range of individuals – enjoys collaborative teamwork
- Strong proof-reading skills and an ability to produce high quality work
- Places a high value on honesty and confidentiality
- Proficient in QuickBooks and Microsoft Office and Outlook suite software
- Skilled at meeting the deadlines of multiple projects and work activities with minimum supervision

ADDITIONAL PREFERRED QUALIFICATIONS

- Experience in office-based work
- Proficient in [smartsheets](#)
- Knowledge of the agricultural industry and/or natural resources of Kittitas County

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Enter bills and credit card transactions into QuickBooks
- Process check runs and bank deposits
- Complete monthly payroll functions in QuickBooks
- Generate monthly treasurer reports

- Create cash flow and other financial reports in QuickBooks and Excel
- Manage Human Resources processes and respond to staff questions about their benefits
- Support the filing of the WA State Auditor's Annual Report
- Support the filing of quarterly and annual State and Federal Reports
- Participate in scheduled audits
- Assist with Project/grant tracking in QuickBooks, Excel and Smartsheets
- Maintain the District's files (hardcopy and electronic) and manage records retention
- Assist with Board meeting agendas and record meeting minutes
- Maintain District Asset Inventory
- Assist with Grant/Project monthly, quarterly and annual reports as needed
- Must have, or be able to obtain, and maintain a valid Washington State driver's License.

EQUAL OPPORTUNITY EMPLOYER:

All qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

SCHEDULE & WORKING CONDITIONS:

This position is permanent, overtime non-exempt, and part-time (20 hours per week) with flexible work hours. Local and out-of-town travel, occasional evening and weekend hours are possible.

This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing.

COMPENSATION AND BENEFITS:

This part-time entry-level position pays between \$18.00 and \$22.00 per hour, depending on the applicant's qualifications. The Kittitas County Conservation District observes eleven (11) paid holidays (including one personal holiday). Part-time employees also accrue pro-rated sick and vacation leave. The District offers a benefits award for medical, dental, vision and life insurance coverage at a pro-rated cost to part-time employees. Additional voluntary supplemental insurance opportunities are also available. Participation in regular professional development opportunities are strongly encouraged and supported. Kittitas County CD employees participate in Public Employees Retirement System (PERS). Staff also has access to an additional voluntary retirement savings programs within the State of Washington's Department of Retirement

Systems – Deferred Compensation Program (DCP). Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

TO APPLY:

The position is open until filled. The first review of applicants will occur on December 14, 2020. Please include the following in your application package:

1. Resume (not to exceed two pages)
2. Cover letter (not to exceed one page)
3. Three (3) professional/educational references
4. KCCD Job Application Form

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to the Conservation District team in your cover letter. Submit your completed application package to:

Anna Lael, District Manager
2211 W Dolarway Road, Suite 4
Ellensburg WA 98926

Electronic submissions are encouraged. Please submit your application package to **both** addresses below:

a-lael@conservewa.net and m-nash@conservewa.net

Please include: Accounting Assistant – YOUR NAME in the subject line.

***We sincerely thank you for your interest in joining
the Kittitas County Conservation District team!***



Kittitas County Conservation District

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509-925-3352

The KCCD is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.

COMPLETE ALL INFORMATION. INCOMPLETE APPLICATIONS MAY DELAY OR DISQUALIFY YOU.

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: () _____ Cell Phone: () _____ E-Mail Address: _____

Date Available: _____ Position Applied For: _____

Are you 18 years or older?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever worked for this company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?
Do you possess a valid driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
I have read the job description and can perform the duties without an accommodation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, explain:
Do you have any relatives working for the Kittitas County Conservation District?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:

EDUCATION			
High School:		City & State:	
From:	To:	Did you graduate? Yes No <input type="checkbox"/> <input type="checkbox"/>	Degree:
College:		City & State:	
From:	To:	Did you graduate? Yes No <input type="checkbox"/> <input type="checkbox"/>	Degree:
Other:		City & State:	
From:	To:	Did you graduate? Yes No <input type="checkbox"/> <input type="checkbox"/>	Degree:
Relevant Professional Certificates and/or Licenses:			

PREVIOUS EMPLOYMENT	
<i>Resumes may be attached but will not be accepted as a substitute for completing this section and are not used in the initial screening process. Beginning with your present or most recent employment, list all your work experience for at least the last ten years, including periods of self-employment, volunteer activities, & U.S. military service. Attach separate sheets if necessary.</i>	
Company: _____	Phone: () _____
Address: _____	Supervisor: _____
Job Title: _____	Starting Salary: _____ Ending Salary: _____
Responsibilities: _____	
From: _____ To: _____ Reason for leaving: _____	
May we contact your previous supervisor for a reference?	Yes No <input type="checkbox"/> <input type="checkbox"/>

Company: _____		Phone: () _____	
Address: _____		Supervisor: _____	
Job Title: _____	Starting Salary: _____	Ending Salary: _____	
Responsibilities: _____			

From: _____	To: _____	Reason for leaving: _____	
May we contact your previous supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Company: _____		Phone: () _____	
Address: _____		Supervisor: _____	
Job Title: _____	Starting Salary: _____	Ending Salary: _____	
Responsibilities: _____			

From: _____	To: _____	Reason for leaving: _____	
May we contact your previous supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

REFERENCES			
Full Name: _____		Relationship: _____	
Company: _____		Phone No.: _____	
Address _____		Email: _____	
_____		_____	
Full Name: _____		Relationship: _____	
Company: _____		Phone No.: _____	
Address _____		Email: _____	
_____		_____	
Full Name: _____		Relationship: _____	
Company: _____		Phone No.: _____	
Address _____		Email: _____	
_____		_____	

DISCLAIMER AND SIGNATURE

I hereby certify that the information contained in the employment application I submit to the Kittitas County Conservation District is true and complete to the best of my knowledge. I understand that material omissions or falsification of this application in any detail may result in my disqualification from consideration for employment or for dismissal from employment.

I understand that upon offer and acceptance of a position with the Kittitas County Conservation District I will be required to immediately furnish documentation establishing my identity and eligibility to be legally employed in the United States.

I understand that the Kittitas County Conservation District is in no way obligated to provide employment and also that I am in no way obligated to accept employment, if offered. This application does not bind either party, and the statements contained herein do not constitute and should not be interpreted to constitute any sort of contract of employment for a specific period of time.

Further, I am also aware that if I am hired by the Kittitas County Conservation District, my employment is at-will. Employment may be terminated with or without cause at any time by me or by the Kittitas County Conservation District. Terms and conditions of employment with the District may be modified at the sole discretion of the Kittitas County Conservation District with or without cause and with or without notice.

Signature _____

Date _____

Applicant Authorization for Release of Information

I, _____, authorize the Kittitas County Conservation District to contact all of my former or present employers for the purposes of verification and reference. This may include information of a confidential or privileged nature, to include but is not limited to contacting any references, and/or contacting anyone else who might be familiar with my past job performance. I knowingly and voluntarily release the Kittitas County Conservation District, its individual employees and Board members, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the Kittitas County Conservation District request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the Kittitas County Conservation District requests. A photocopy of this signed Authorization is as valid as the original and shall be provided upon request to anyone from whom information is requested in determining my job qualifications. This release will expire at the end of the recruitment period.

Signature _____

Date _____