



# Dodge Soil and Water Conservation District

916 2nd Street SE  
Dodge Center, Minnesota 55927  
Phone: 507-374-6364 ext. 3  
www.dodgeswcd.org

## Dodge Soil and Water Conservation District Job Description

### Job Title: Administrative Professional

#### GENERAL PURPOSE OF JOB

This is a full time, administrative position for the Dodge Soil and Water Conservation District (SWCD), and is responsible for providing a variety of receptionist, clerical, financial, and administrative duties to support the work, staff, Board of Supervisors, and activities of the Dodge SWCD. Responsibilities include preparing and maintaining monthly financial and written records, reports, and statements including the bookkeeping system using QuickBooks, processing of accounts receivable, accounts payable, routine payroll, and personnel records. Other duties include assisting with Dodge SWCD board meetings, attending monthly evening board meetings (third Tuesday of the month at 7:15 p.m.), preparing monthly board-meeting minutes, assisting with Board of Supervisor's packets, and related work as apparent or assigned. This position serves as the receptionist, answers and responds to inquiries, takes telephone calls, transfers calls to appropriate party, distributes incoming mail, and maintains supply inventories. Employee 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 Dodge SWCD District Manager.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

#### FREQUENCY

The following examples are intended to describe the normal duties for this position. This is not to be construed as an exclusive or all-inclusive list of duties performed. Other duties may be required and assigned accordingly.

#### Manage SWCD Financial Affairs:

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Maintain and manage an accurate account of the Dodge SWCD financial records, bank accounts, and bookkeeping system utilizing "QuickBooks Pro" software 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:
  - Maintain proper back-up for QuickBooks accounting software.
  - Accounts Receivable: preparing invoices, bills, receipts, and collecting amounts owed to the Dodge SWCD, and deposit all income in a timely and efficient manner.
  - Accounts Payable: submit payments for liabilities and bills approved by Dodge SWCD Board. Keep program records of expenditures and justification of funds used and spent that were granted by other agencies.
  - Record journal entries.
  - Sales tax payments.
  - Maintain the Dodge SWCD fixed assets schedule.

- Maintain financial records of bank deposits and investments, and account reconciliation.
  - Process employee timesheets, bi-weekly payroll, and related reports and records in accordance with policies, and local, State and Federal rules and regulations, including payroll taxes, Public Employee Retirement Accounts (PERA), 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 all District employees and supervisors by January 30<sup>th</sup>.
  - Assist with the research, management, monitoring, and administration of all grants for the Dodge SWCD, including tracking, data-entry, and submission of reporting to the Minnesota Board of Water and Soil Resources (BWSR) and other local, state, and federal projects in eLINK or other reporting system platforms. Coordinate with staff to complete the required BWSR e-Link reporting by the February 1<sup>st</sup> deadline or other deadlines.
  - Maintain and track grant dollars coming in and going out of the district, and track grants monthly via program grant logs.
- Assist with review of the Dodge SWCD property/casualty liability and worker's compensation insurance with Minnesota Counties Insurance Trust (MCIT).
  - Prepare and submit annual PERA and MCIT reports.
  - Generate, prepare and provide the Board of Supervisors with monthly Treasurer's Reports, financial reports, and program logs, including monthly, quarterly, year-end financial statements, reports, account closing and balancing.
  - Assist the District Manager with the preparation of the annual budget for review and approval by the Board of Supervisors and Dodge County Commissioners.
  - Arrange and prepare materials and information for the Dodge SWCD yearly audit, and provides necessary assistance to the hired auditor. Supply the hired auditor with additional information during the audit as requested.
  - Maintain and complete the monthly and year-end financial and administrative checklists.
  - Format and reproduce documentation as requested.

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

30%

- Post proper public meeting notices of monthly and special board meetings as required by the Minnesota Open Meeting Law.
- Attend all board meetings (third Tuesday of the month at 7:15 P.M. as determined by the Board of Supervisors) to communicate financial issues and answer questions on financial reports in order to increase awareness and improve decision-making for the Board of Supervisors.
- Assist the treasurer with presenting the Treasurer's Reports, all financial reports, and bills payable at monthly board meetings. Prepare all accounts payable for District Manager's review and send out payments after Board of Supervisors approval.
- Assist the District Manager in preparation for the Board of Supervisors meeting, including the meeting agenda, supervisor board packets (sent by mail and email at least 7 days prior to the board meeting), board meeting preparation, and other paperwork needed to facilitate monthly and special board meetings.
- Record and transcribe minutes of Board of Supervisors meetings for the official record, submit draft minutes for approval, post approved minutes to the website, and conduct follow-up activities after meetings.

- Serve as lead receptionist and greeter to the Dodge SWCD, 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 visitors / clients to appropriate individuals.
- Identify and request appropriate trainings, and attend training sessions, courses, classes, seminars, conventions, conferences, and other meetings in order to continue to keep up to date with career development by improving relevant knowledge, skills and abilities.
- Maintain cooperative agreements and relationships between various entities and agencies.
- 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.
- Update, maintain, and manage the office-filing systems, including all 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.

**REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform with the required knowledge, skills, and/or abilities listed below effectively. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Experience in an administrative role involving accounting and recordkeeping, and a degree in business administration, accounting, or related field, or an equivalent combination of education and experience is preferred. Excellent communication, organizational and interpersonal skills is a must. Computer skills, bookkeeping or accounting, QuickBooks, and payroll experience is necessary.

**EDUCATION AND EXPERIENCE:**

- 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 in an environment 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 book keeping including QuickBooks.
- Must be self-motivated, able to learn quickly, follow instructions, and handle multiple projects at once.
- Must possess strong organizational, interpersonal and communication skills, both written and verbal.
- Must possess meticulous recordkeeping skills.

**REQUIRED KNOWLEDGE** (position requirements at entry)

- Accounting and bookkeeping theories, principles, methods, and practices.
- General understanding of the operations of computer programs including QuickBooks, the Microsoft Office suite.
- Standard receptionist and office practices, procedures, equipment, and office assistance techniques.
- English composition, grammar, spelling, and arithmetic.

### **REQUIRED SKILLS** (position requirements at entry)

- Understand and apply governmental accounting practices of financial records, and verify and balance financial data.
- Prepare accurate, clear, complete, and concise accounting documents, reports and forms.
- Make arithmetic computations and compute rates, ratios, and percentages.
- Communicate effectively in oral and written form, and follow oral and written instructions.
- Writing, editing and proofreading routine reports and correspondence.
- 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.
- Read and interpret documents such as safety rules, regulations, guidelines, policies, operating and maintenance instructions, and procedure manuals.
- The operation of equipment and machinery requiring simple but continuous adjustments, such as computers, keyboards, copiers, printers vehicles, and other equipment as necessary
- Plan and carry out assignments independently.

### **DESIRED 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 and project/program support.
- Experience with BWSR's eLink reporting system.

### **CERTIFICATES AND LICENSES**

A valid Driver's License or evidence of equivalent mobility (Individuals required to use Dodge SWCD vehicles and equipment must have a valid driver's license and be free of major traffic violations for the last three (3) years).

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to occasional outdoor weather conditions including occasional exposure to wet and/or humid conditions, extreme cold, extreme heat, moving mechanical parts, fumes or airborne particles. The noise level in the work environment is occasionally loud as it is an open office environment.

### **SUPERVISION**

This position has the authority to perform the above duties and responsibilities with supervision and direction from the District Manager, and the District Board of Supervisors.

### **PHYSICAL REQUIREMENTS**

This position requires time spent seated, standing, and walking. Weights of objects to be lifted, carried, pushed or pulled will be fifty (50) pounds or less. Inside and outside exposure to noise, heat, and cold. Requires adverse movements such as twisting, bending, stooping, kneeling, reaching, handling of materials, and data entry and typing. Excellent sensory skills (sight, hearing, and speech) and the ability to communicate effectively are important. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.