



Whitman Conservation District

(509) 288-4644

614 N Mill St. Suite A

Colfax, WA 99111

Job Title: Finance & Administrative Specialist (Part-Time)

Reports To: District Manager

Status: Part-Time Employee – 20 hours per week (2 days/week) (contractors may be considered)

Starting Salary: \$32/hour DOE.

Location: Whitman Conservation District Office; Colfax WA.

Position Summary:

The **Finance & Administrative Specialist (Part-Time)**, a Certified Public Accountant (CPA), is responsible for overseeing all financial operations within the Whitman Conservation District. This includes managing payroll, assisting with budgets, ensuring proper accounting for grants, managing the district's financial reporting processes, and maintaining the district's financial health. Given the complexity of the district's expanding projects and growing financial needs, this individual will leverage their professional CPA credentials and years of experience with the District to ensure financial stability and compliance with all regulations. The role is integral to supporting the district's mission and requires a proactive approach to financial management.

Key Responsibilities:

Payroll and Benefits Management:

- Oversee and process bi-weekly payroll for all full-time and seasonal employees.
- Ensure compliance with state and federal tax laws, including tax deposits and quarterly filings.
- Administer employee benefits, such as health insurance and retirement plans, ensuring proper deductions and reporting.

Budgeting and Financial Planning:

- Assist manager to develop the annual budget for the district, ensuring all categories are adequately funded.
- Use CPA expertise to analyze financial reports and ensure budgeting aligns with long-term strategic goals.
- Prepare budget versus actual reports, ensuring any discrepancies are promptly identified and addressed.

Grant Financial Management:

- Assist with oversight of financial aspects of all grants, including state and federal grants, ensuring that expenditures align with grant agreements.
- Prepare and submit financial reports for grants, ensuring compliance with all grant stipulations.
- Collaborate with program managers to track spending on projects and ensure that grants are used according to the project scope.

Financial Reporting:

- Prepare monthly, quarterly, and annual financial statements and reports for the District Manager, and coordinate reports with District Auditor.

- Provide financial summaries and budget updates, explaining variances and forecasting future trends, for monthly board meetings.
- Ensure that financial reports comply with applicable accounting standards, including those specific to government entities and nonprofit organizations.

Accounting & Record-Keeping:

- Maintain accurate financial records using QuickBooks or other financial software, ensuring that all transactions are recorded in a timely manner.
- Ensure all financial transactions are properly categorized and documented, providing transparency and accountability.
- Reconcile all bank accounts and credit card statements monthly, ensuring that discrepancies are investigated and resolved quickly.
- Utilize CPA-level knowledge to manage financial reporting with precision and ensure financial records comply with generally accepted accounting principles (GAAP).

Compliance & Risk Management:

- Stay up-to-date on relevant financial regulations, including tax laws, labor laws, and grant compliance.
- Ensure that all financial practices and policies align with state and federal laws, as well as district policies.
- Ensure compliance with grant guidelines and provide detailed documentation for external audits.
- Provide guidance on risk mitigation and help maintain financial controls in line with regulatory requirements.

Financial Strategy:

- Assist District Manager on financial matters, including budget forecasting, resource allocation, and financial strategy.
- Use CPA expertise to identify potential financial risks or opportunities for optimization within the district's operations.
- Provide strategic financial insights to help support decision-making and guide the district toward financial stability and success.

Internal Controls and Process Improvement:

- Implement and refine internal controls to ensure the integrity of financial data and prevent errors or fraud.
- Suggest improvements to financial processes, focusing on efficiency, accuracy, and regulatory compliance.
- Develop and maintain processes for tracking project costs, financial milestones, and grant expenditures.

Stakeholder Communication:

- Coordinate with other entities, such as the State Conservation Commission or external funders, to ensure timely and accurate reporting.
- Communicate financial updates to the district manager and board Auditor, ensuring that everyone is informed about the district's financial position.
- Assist in preparing financial sections of grant applications, project proposals, and other reports to external agencies.

Other Duties:

- Perform any other financial tasks or responsibilities as assigned by the District Manager.
- Assist with long-term financial planning, including investment strategies and end-of-year financial audits.

- Provide financial support to other team members as needed, assisting with tasks related to budgeting, reporting, or financial analysis.

Qualifications:

- **Education: Certified Public Accountant (CPA)**, with experience in government or nonprofit financial management. Prefer degree in finance or accounting.
- **Experience:** Minimum of 10 years of experience in accounting or finance management, including experience working with local governments. Proven track record of managing financial operations in a district of similar scope and complexity. Prefer degree in accounting or finance.
- **Technical Skills:** Proficiency in financial software (QuickBooks, Excel, etc.). Expertise in payroll processing, tax filings, grant management, and CPA-level accounting standards.
- **Knowledge:** Familiarity with public sector budgeting, governmental accounting standards, and compliance regulations for grants and government programs.
- **Communication:** Strong written and verbal communication skills, with the ability to explain complex financial concepts to non-financial stakeholders and ensure clear understanding.
- **Organization:** Exceptional organizational skills, with the ability to manage multiple tasks, deadlines, and priorities.
- **Problem Solving:** Ability to identify issues, propose solutions, and make decisions that align with the district's financial goals.
- **Detail-Oriented:** Strong attention to detail and the ability to maintain accuracy in all financial records and reports.

Working Conditions:

- This is a part-time, in-office position **16-20 hours per week**, Approximately **2 business days per week**.
- Specific days can be determined in collaboration with the District Manager to meet workload needs and accommodate grant or payroll cycles.

Salary & Additional Notes:

- Starting wage is \$32.00/hour, depending on experience.
- Contract work may be considered in lieu of a staff position if the candidate demonstrates strong qualifications and is a good organizational fit. Contract rates will be negotiated separately.

To Apply:

Send an application (on website), resume, and cover letter to Josh Larsen District manager, jlarsen@whitmancd.org.

For any questions feel free to contact our office at 509-288-4644.