



**Vacancy Announcement**  
**Administrative Assistant**  
**MASON-LAKE CONSERVATION DISTRICT**

Mason-Lake Conservation District is hiring a part-time Administrative Assistant to work in a welcoming, fast-paced office environment on accounting and administrative tasks for a diverse array of grants and conservation-related programs. The District is a local government agency that provides technical advice and support to farms, forests and private landowners and public entities in Mason County and the west half of Lake County.

- Job Status:** Hourly, part-time, 32 hours per week, potential to increase  
**Pay Range:** \$16-\$18 hourly, dependent on experience  
**Benefits:** Health insurance plan (pro-rated with employer contribution); Paid vacation and sick days (10 each); Paid holidays; IRA retirement plan with employer match  
**Schedule:** Monday-Friday, 8:00am-4:30pm (4 days/week); flexibility for the right candidate  
**Location:** Scottville, MI

**JOB DESCRIPTION:** Under the direction of the Mason-Lake Conservation District Executive Director, this position will process routine payroll, accounts payable and receivable as well as tracking documentation for grant awards, general office duties, annual tree sales fundraiser, customer service, and other duties as assigned. This position could be an excellent option for someone looking to grow in their career and build their skill set. Opportunities exist for expanding the position to full-time for the right candidate that can excel at grant administration, fundraising and streamlining administrative duties.

**DUTIES**

- Use Quickbooks Desktop to complete payroll and staff reimbursements, tracking appropriate benefit deductions and utilizing direct deposit platform
- Assist with accounts receivable, including using Quickbooks Desktop to generate and send invoices, monthly customer statements, assessing finance charges, recording income via multiple payment methods (online and in-person), and assigning income to correct grant project and account
- Assist with accounts payable, including timely bill payments with reference to correct grant and account information, document retention for grant reporting, reimbursement requests and audits
- Troubleshoot issues with office equipment and software
- Prepare information packets and copies for Board of Directors and similar meetings

- Maintain customer/landowner address database and e-news mailing lists
- Assist Executive Director with organizing and conducting spring tree sale and other major workshops or fundraising events, as well as general office organization
- Direct phone calls and walk-in clients to appropriate person or resources
- Assist with sales in person and via phone, particularly relating to spring tree sales
- Assist with public communication via print and e-newsletters, press releases, website updates, mass mailings, etc. on print, social media and Mailchimp platforms

**REQUIRED QUALIFICATIONS:**

- High School diploma
- Positive attitude, good sense of humor and interpersonal skills
- Two years of related work experience in an office setting or accounting
- Possess excellent computer skills including Microsoft Excel and Word, Google platforms, including Gmail, Google Drive, Sheets and Docs; web navigation, typing and troubleshooting computer technical issues
- Extremely detail-oriented and self-starter
- Strong work ethic, highly organized
- Clear, concise verbal and written communication skills
- Efficiency in multi-tasking, ability to solve problems and think creatively
- Must pass a Security Background Investigation
- Able to sit for long periods of time, lift 20 pounds and occasionally assist staff in field

**PREFERRED QUALIFICATIONS:**

- Associate's Degree or higher in business, accounting, management or related field
- Proficient in use of Quickbooks Desktop **OR** ability to learn software quickly
- Familiarity with various social media platforms or ability to learn

**TO APPLY:**

Submit a cover letter and resume, including three references, to Dani McGarry, Mason-Lake Conservation District Executive Director. Applications must be submitted via email with "Administrative Assistant application" in the subject line and sent to [dani.mcgarry@macd.org](mailto:dani.mcgarry@macd.org). Applications submitted by April 7<sup>th</sup> will be most competitive.