



Vacancy Announcement
Office Manager
MASON-LAKE CONSERVATION DISTRICT

Mason-Lake Conservation District is hiring a part-time office manager 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 unit of government that provides technical expertise on conservation projects to farms, landowners and public entities in Mason County and the west half of Lake County.

Job Status: Hourly, part-time, 20 hours per week, potential to increase
Pay Range: \$14-\$18 hourly, dependent on experience
Benefits: IRA retirement plan with employer match
Term: 2 years, potential to extend dependent on funding
Schedule: Monday-Friday between 8:00am-4:30pm, 2-3 days/week.
Flexibility for the right candidate. No holiday workdays.
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, customer service, and other duties as assigned.

DUTIES

- Use Quickbooks Desktop to complete payroll and staff reimbursements, tracking appropriate benefit deductions and utilizing direct deposit platform
- Assist with accounts payable, including timely bill payments with reference to correct grant and account information, document retention for grant reporting and reimbursement
- 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 monthly and quarterly payment of payroll tax withholdings to state and federal entities

- Generate, track and update project quotes in Quickbooks to estimate potential income and ensure contracted jobs are properly billed (actual estimates will be generated by District technical staff and relayed to bookkeeper)
- Monitor and manage seedling inventory for tree sale
- Troubleshoot issues with office equipment or contact appropriate personnel
- 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 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
- Occasionally assist with public communication via print and e-newsletters, website, etc.

REQUIRED QUALIFICATIONS:

- High School diploma
- Positive attitude, good sense of humor and interpersonal skills
- Familiarity with QuickBooks **OR** two years of related work experience in an office setting and ability to learn Quickbooks Desktop
- Possess excellent computer skills including Microsoft Excel and Word, web navigation, typing and trouble-shooting computer technical issues
- Strong work ethic, highly organized and detail-oriented
- Clear, concise verbal and written communication skills
- Efficiency in multi-tasking, willingness to solve problems and trouble-shoot issues
- Must pass a Security Background Investigation
- Familiarity with various social media platforms or willingness to learn

PREFERRED QUALIFICATIONS:

- Associate's Degree or higher in business, accounting, management or related field
- Proficient in use of Quickbooks Desktop pertaining to the aforementioned job duties

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 "Office Manager application" in the subject line and sent to dani.mcgarry@macd.org. Position open until filled.