



Vacancy Announcement
Bookkeeper
MASON-LAKE CONSERVATION DISTRICT

Mason-Lake Conservation District is hiring a part-time bookkeeper to work in a welcoming, fast-paced office environment on accounting and administrative tasks for a diverse array of grants and conservation-related programs. This temporary position will average 20 hours per week, but can be flexible. Normal work hours occur between 8:00 am to 4:30 pm, Monday-Friday but may include occasional evening or weekend hours for major events. 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 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 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 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)
- Maintain office and file organization, office supply inventory and restock when needed
- Troubleshoot issues with office equipment or contact appropriate individuals for assistance
- Prepares information packets and copies for Board of Directors and similar meetings
- Maintain customer/landowner address database and e-news mailing lists

- Assist Manager with organizing and conducting spring tree sale and other major events
- Assists with other general office duties as directed
- 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
- Two years of related work experience in an office setting
- Familiarity with QuickBooks Desktop or willingness to learn
- 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
- Good interpersonal skills
- Efficiency in multi-tasking, willingness to solve problems and trouble-shoot issues
- Must pass a Federal Security Background Investigation
- Familiarity with various social media platforms or willingness to learn

PREFERRED QUALIFICATIONS:

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

COMPENSATION PACKAGE:

Salary range of \$14-\$16 per hour, depending on experience. IRA option with matching employer contribution. Weekly work schedule will be agreed upon between Executive Director and Administrative Assistant and may have some weekly and seasonal flexibility for the right candidate. Position is currently funded through September 2022, with potential to extend dependent on funding.

TO APPLY:

Submit a cover letter and resume, including three references, as one PDF to Dani McGarry, Mason-Lake Conservation Executive Director. Applications must be submitted via email to dani.mcgarry@macd.org. Questions may be directed to Dani McGarry at (231) 757-3707 ext. 5. Applications will be accepted until May 23rd at 5pm.