



MODOC RESOURCE CONSERVATION DISTRICT

221 W 8th St
Alturas CA 96101
(530) 233-4137 x 115

Administrative Assistant/Bookkeeper

BACKGROUND

The Modoc Resource Conservation District (MRCD) is looking for a part-time **Administrative Assistant/Bookkeeper** to assist with special district administrative duties and finance management. RCDs throughout California serve as local hubs for natural resource conservation. RCD's assist in connecting community members with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on both private and public lands.

POSITION

This position will work to fulfill current office management, grant financial management, invoicing, and record keeping for both the Modoc Resource Conservation District and the Central Modoc River Center. The position will report to the MRCD Executive Director and Board of Directors. Telework may be permitted with approval from the executive director in conjunction with favorable job performance. The position may require you to work some weekends and or after normal working hours on occasion.

DUTIES AND RESPONSIBILITIES

- Fulfill daily MRCD's operations & maintenance to include:
 - Office administration (great customers, answer phone calls, manage district communications including social media, and website)
 - Organizing business & personnel files
 - Maintain relevant insurance and financial policies
 - Coordination of monthly Board meetings
 - Any other administrative activities pertaining to the operation of the District.
- Prepare grant invoices to ensure billings to the grant match expenses incurred.
- Manage & track grant budgets
- Assist & prepare for audits. Fully cooperate with auditors to ensure a smooth and easy auditing process.
- Maintain district financial records and QuickBooks accounting system, including:
 - Account Payable & Accounts Receivable
 - Checking account, savings account and credit lines
 - Preparation of monthly financial statement for presentation at Board Meetings
 - Preparation of 1099s
 - Manage Payroll Processes
- Maintain accurate financial tracking of incoming and outgoing grant funds and budget
- Maintain QuickBooks accounting system and financial records for the Central Modoc River Center
- Prepare and distribute monthly board meeting agendas and minutes
- Other duties as assigned by the MRCD Executive Director

APPLICANT QUALIFICATIONS

Preferred Education: Associates or bachelors in related field of business administration, accounting, mathematics, finance or a related field. *Education may be substituted with equivalent work experience.*

Preferred Experience: Minimum of three years' experience in business administration, budgeting, grant, or fiscal management.

COMPENSATION

Starting pay is \$23-28 (DOE) with an increase in six (6) months with favorable job performance. This position offers a flexible schedule and offers the potential for full time employment with exceptional job performance. Holiday, Sick and PTO included.

APPLICATION INFORMATION

To apply, email a cover letter, resume and three or more references to Elyse Blaker, Executive Director: elyse.mrcd@gmail.com. Applications will be accepted until position is filled, incomplete applications will not be accepted. The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.