

**YELLOW MEDICINE SWCD  
OFFICE ADMINISTRATOR  
Job Description**

**Classification:** SWCD Office Administrator

**Reports to:** SWCD Director

**Position Purpose and General Duties:**

- Coordinate all financial affairs and accounting tasks of the SWCD
- Coordinate administrative affairs of the SWCD
- Provide support to staff, agencies and government officials with the conservation of water and soil resources in Yellow Medicine County and other SWCD work areas
- Provide technical, educational, and financial support with the conservation of water and soil resources to the land owners and occupiers in Yellow Medicine County and other SWCD work areas
- Abide by SWCD Personnel Policies and all local, state, and federal laws while acting in a capacity representing the SWCD
- Continually develop skills through training and education
- Provide detailed time tracking and work records as necessary for SWCD funding. Assist in the maintenance of registers

**Essential Duties:**

- Process bi-weekly payroll and payroll reports and related tasks
- Coordinate and/or process all SWCD billing or receipts of payment and purchases or disbursements of funds
- Process vouchers, payments, and Treasurer's Reports for board approval and remit after board meeting
- Process end of the month reports, including grant tracking and program records
- Assist with development of SWCD budgets
- Ensure purchasing, accounting, and payroll systems are accurate, meet standards, and accounts are reconciled
- Coordinate, process, and track SWCD investments
- Prepare and submit periodic and annual financial reports including PERA, federal taxes, annual SWCD financial and audits reports
- Coordinate reporting in MN BWSR's eLink system and assist with administration of SWCD received grants
  - Assist in development of grant work plans
  - Develop billing rates for grants
  - Maintain time and expense tracking of all grants
  - Input data monthly into eLink
  - Prepare and submit periodic, final, and annual reporting of grants
- Coordinate status reviews, reporting, and administrative duties with other staff for State Cost Share and other implementation programs
- Assist with preparation of agenda, packets, minutes, notes, documentation of meetings with updates and distribution
- Maintain Schedule of Fixed Inventory records.
  - Record additions and deletions of inventory.
  - Record and maintain depreciation.
  - Report updates of inventory to MCIT.
- Assist all staff with various administrative and clerical tasks
- Develop a working general knowledge of federal, state and local programs.
- Assist and/or Coordinate with other staff or organizations educational events such as the Environmental Fair.
- Assist in maintaining SWCD's Website.
- Administer maintenance of records including accounting or financial, filing, etc.
- Coordinate supply purchasing and maintenance needs for the SWCD office and staff.
- Coordinate development of SWCD Annual and Comprehensive Reports.
- Performs other related duties requested by the SWCD Board or Lead Staff.
- Attends all SWCD Board Meetings, staff meetings, events and other meetings or events as necessary.
- Acquires and maintains necessary knowledge for position and attend training to improve overall performance and knowledge for this position.

- Coordinate SWCD operations with Minnesota Counties Intragovernmental Trust (MCIT)
  - Follow through with MCIT updates and requirements and act upon communications
  - Report updates of inventory to MCIT.
  - Complete annual payroll worker's compensation audit.
  - Act as contact for insurance claims, etc.
- Coordinate the SWCD operations with Public Employees Retirement Association (PERA)
  - Relay updates of any staffing changes
  - Ensure completion of regular payroll and Annual Exclusion Report
  - Act as contact for PERA communication and act upon such

**Knowledge, Skills, and Abilities:**

- Provide excellent customer service
- Possess and provide knowledge of the financial and accounting state of the SWCD
- Possess a valid driver's license
- Possess strong written and verbal communication skills
- Work independently or as part of a team
- Understand generally accepted accounting principles
- Possess intermediate skills utilizing Intuit Quickbooks
- Possess intermediate skills utilizing Microsoft Office products
- Develop a working knowledge of BWSR's eLink
- Possess the ability to conduct day to day office tasks such as long periods of standing or sitting
- Have the ability to lift and carry up to 20 pounds

**Education and Experience:**

- Minimum of 2 years of post-secondary education in an accounting, administrative work, OR equivalent related work experience.
- Experience in a related field is preferred

**Data Access Allowances:**

- Minnesota Statutes Chapter 13 describes requirements related to policy on public and non-public government data. The SWCD has adopted policy related to such. While personnel may make the appropriate request for data regarding themselves, the position of Office Administrator shall be permitted to access data on individual personnel and customers. This position also requires acting as an alternate Data Practices Compliance Official.