



JOB ANNOUNCEMENT

Nobles Soil and Water Conservation District

Position Title: Accountant / Administrative Assistant
Position Location: Nobles Soil and Water Conservation District, Worthington, Minnesota
Employment Terms: Full-time Permanent
Expected Starting Salary Range: \$35,000 – \$52,000; Depending on Qualifications

Application Deadline: **Monday, November 9, 2020 at 4:00pm**

Anticipated Start Date: **To Be Determined**

Position Description:

The purpose of this position is to provide financial coordination to the Nobles Soil and Water Conservation District. The Accountant/Administrative Assistant will coordinate all financial records and office activities of the District and maintain a consistently high quality of work, meeting deadlines and responding to requests of service.

The Accountant/Administrative Assistant will work alongside the District Manager in providing the Kanaranzi-Little Rock Watershed District Board of Managers (KLRWD Board) administrative and financial support for all activities. The duties and responsibilities of the Accountant/Administrative Assistant are listed as part of this job description.

Basic Qualifications

Candidates must have a minimum of Bachelor's Degree in management, finance, accounting, or related field, or minimum of two year vocational certification in management, finance, accounting, or related field, with a minimum of 2 years of work experience.

This position requires a general knowledge of accounting and budgeting, ability to work with flexibility on several tasks simultaneously and meet various concurrent deadlines, ability to work under stressful conditions, and items listed below.

Application Process:

Applications may be picked up at 1567 N. McMillan St., Ste 3, Worthington, Minnesota or found online at www.noblesswcd.org. Applicants must submit a completed Nobles SWCD application, resume, and cover letter for employment by the deadline.

Please return the completed information to:

John Shea, District Manager
Nobles County Soil and Water Conservation District
1567 N. McMillan St., Ste. 3
Worthington, MN 56187
Or
John.Shea@noblesswcd.org

Hiring Procedure:

Applications will be evaluated based on the information supplied in the cover letter, resume and SWCD application to determine if they meet the minimum job qualifications. The top qualified applicants will be selected for interviews by the personnel committee.

Equal Employment Opportunity:

Candidates will be considered without discrimination for any non-merit reasons such as race, religion, sex, marital status, politics, gender orientation, physical handicap or age.