



G L E N N C O U N T Y

R E S O U R C E C O N S E R V A T I O N D I S T R I C T

VACANCY ANNOUNCEMENT FOR FINANCIAL & ADMINISTRATIVE OFFICER

8.25.2021

Since 1960, formerly known as the Elk Creek Soil Conservation District, the Glenn County Resource Conservation District (RCD) has engaged farmers, ranchers and the community in protecting our resources through a variety of educational and outreach programs. The RCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a seven-member, volunteer Board of Directors appointed by the Glenn County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities. The RCD's Mission is "*To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner*". To achieve this mission, the RCD has a variety of projects through grants, contracts and special enterprise projects. The RCD works closely with private landowners and land managers, the community, schools, local, state and federal agencies, and is very much partnership focused.

The RCD is currently accepting applications for a new Financial and Administrative Officer position. The position is currently for part-time; however, full-time may be considered depending on funding. The position is a Non-Exempt temporary position which is contingent upon available funding.

This position, based at the USDA Service Center/Glenn County RCD, 132 North Enright Avenue, Suite C in Willows, California 95988, is in the heart of the Sacramento Valley, Northern California. Mendocino National Forest makes up the western side of Glenn County with the Sacramento River on its eastern side; agriculture and the Sacramento National Wildlife Refuge fill the middle with a variety of landscapes to work and recreate in. For additional information, visit www.glenncountyrcd.org/about-us.

GENERAL JOB DESCRIPTION:

The Glenn County RCD's Financial and Administrative Officer reports to the Executive Officer and is responsible for ultimately assisting in the RCD's business consistent with the strategic plan, goals and objectives, and policies and procedures of the RCD. The position requires an ability to work as part of a team as well as independently to complete duties. This position must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

The Financial and Administrative Officer will be someone experienced in working on a variety of projects at once, including special projects of the RCD. Although this position can be general in nature, this position will have an emphasis in keeping accurate financial records using QuickBooks, Excel Worksheets, and other reporting methods, ensuring an organized office of operations, and help drive programs of the RCD to achieve success.

MINIMUM QUALIFICATIONS:

- Bachelor's degree, or equivalent education and experience in agriculture business, general business or something similar.
- Familiarity and knowledge of California, in particular Glenn County, preferred.
- Familiarity and knowledge of agriculture, in particular Glenn County, preferred.
- Strong customer service skills.
- Strong verbal and written communication skills.
- Organized and detailed oriented.
- Ability to write, type and produce written materials and reports. Ability to proofread documents and provide suggestions for accuracy in grammar.
- Knowledge and experience, including a high degree of comfort, working with computers. Ability to type, email and use Microsoft Office programs, such as Word, Excel, PowerPoint, etc. Ability to use QuickBooks is required; non-profit experience preferred.
- Knowledge and experience using standard office equipment, including copier, phone system, and special equipment as needed.
- Familiarity and knowledge of Social Media.
- Ability to interpret and follow rules and regulations.
- Ability to lift up to 40 pounds.
- Must possess a valid driver's license and have proof of insurance in California.

DUTIES:

1. Maintain an accurate financial system and records. Including, but not limited to:
 - a. All RCD financial transactions, financial report preparation, cash flow forecasting, budgeting, grant accounting management.
 - b. Use QuickBooks, and Microsoft Office programs, such as Word, Excel Worksheets, PowerPoint, etc.
 - c. Assist in annual audits and other special projects to meet all fiscal responsibilities.
2. Assist with grant / agreement proposal development, preparation, budgets, potentially project / program implementation, and reporting.
3. Assist with RCD's special projects; for example, assisting farmers and/or ranchers with data entry.
4. Assist with and participate at monthly Board meetings and Committee meetings as needed, including preparing agenda packets, financial reporting, minutes and complying with all Brown Act rules and regulations.
5. Assist in all aspects of RCD office operations. This includes processing mail, filing, record keeping, archiving into electronic files, office equipment inventory, data entry and any other activities pertaining to office operations.
6. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
7. Other duties as assigned by the Executive Officer.

WAGE: Approx. between \$17.00 per hour and \$23.00 per hour depending on qualifications and experience or as grant agreement funding allows.

BENEFITS: According to policy.

APPLICATION PROCESS / INSTRUCTIONS: Send 1) a cover letter, 2) a resume and 3) a list of at least three work references to the following mailing address or Executive Officer's email found at www.glenncountyrcd.org. Please include your desired number of hours worked per week within your cover letter.

If applying through *Indeed.com* be sure to attach ALL 1-3 items to your complete application.

Applicants that do not submit ALL 1-3 items will not qualify nor advance to the next step in the process of filling the position. In fact, RCD reserves the right to not respond or review the application.

**Glenn County Resource Conservation District
Attn: Kandi Manhart, Executive Officer
132 North Enright Avenue, Suite C
Willows, CA 95988**

EMAIL: kandi@glenncountyrcd.org

DEADLINE: This position is open until filled. However, this screening deadline is:

APPLICATIONS DUE By Noon, September 20, 2021.

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the Glenn County RCD.

The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.