

## SALARY

- Starting at \$27.65 - \$29.01 per hour, depending on qualifications and experience.

## BENEFITS

- Retirement benefits after one year of service.
- Medical, Vision, and Dental Insurance
- Annual leave, Sick Leave, and 12 Paid Holidays

## HOURS

- 40 hours a week
- Flexible scheduling

## LOCATION

- Office located in Waterville, Washington.
- Partial remote work.

## TO APPLY

- Submit cover letter and resume with at least three (3) references to Becca Hebron at the following email: [rhebron@fostercreekcd.org](mailto:rhebron@fostercreekcd.org)
- Open until filled. Application will be reviewed after December 31, 2024.
- Foster Creek is an Equal opportunity Employer.



# Financial Manager

## Foster Creek Conservation District

### About the Role

Foster Creek Conservation District is seeking a highly self-motivated and skilled individual to join the District as the Financial Manager. This is a full-time position, key to the workings of Foster Creek and its natural resource programs which are responsible for implementing technical assistance on projects, providing cost share for best management practices, and providing public outreach. Our programs are focused on implementing highly impactful projects with private landowners where coordination with state and federal partners can help achieve large landscape scale improvements to natural resources.

Foster Creek has built many successful programs around our ecosystem, communities, and their needs. With steady growth over the last couple of years our entity has doubled in size, increased our educational reach, increased the amount of cost share to landowners, and helped provide technical assistance on thousands of acres across many different projects. Foster Creek CD is in Douglas County, Washington with a physical office space located in the town of Waterville, serving the northern half of Douglas County. This position is funded through grants from several state and federal grant programs and relies on successful future grant applications to continue its funding. This position reports directly to Foster Creek CD's District Manager and is eligible for partial remote work opportunities.

### Service Area

Douglas County is where the unique Washington Shrub Steppe meets the Columbia River, the Cascade mountains, and is all connected by rolling wheat fields and other agricultural production. This geologically rich environment has a unique history of formation creating much of the beauty and grandeur that also lends to an area rich with ecological features and natural resources. Nestled in the middle of the state the area is close to any recreational adventure you seek. The small, hometown vibes with endless exploration makes Douglas County a unique adventure with a rural flare.



**FOSTER CREEK**  
CONSERVATION DISTRICT

# Minimum Qualifications

A qualified candidate must have:

- High school diploma or equivalent, plus 3+ years of administration, accounting, finance, or another relevant field experience. With experience managing financial and operational activities in an organization.
- Strong organizational and written/verbal communication skills.
- Demonstrated experience with cash basis accounting within local government and knowledge of modern government accounting principles and practices.
- Experience with WA BARS accounting system
- Demonstrated team coordination experience with an ability to support, direct, and motivate individuals, teams, and partners on project coordination and execution.
- Strong skills in multi-tasking and the ability to meet multiple deadlines with a high standard of quality control.
- Advanced desktop computer literacy and computer software skills, with the ability to use Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, and accounting software like QuickBooks.

# Major responsibilities & Duties

- Benefits processing, accounts payable and receivable, cash flow projections, expense reconciliation, approval processes, and monitoring fiscal health.
- Provide fiscal input on grant applications to public and private organizations being developed by District staff.
- Communicate effectively with project partners, funders, and Foster Creek CD team members about deadlines, deliverables, expectations, and overall financial requirement and status.
- Effectively communicate appropriate financial information to the Board of Supervisors, District Manager, and District staff.
- Administer agreements with partner organizations.
- Oversee and manage the financial status of the District's portfolio of 20+ grants and contracts and assist staff with management of grant budgets, processes, and requirements.
- Provide administrative, financial, and operational support for Board Meetings, special events, and other activities as assigned.
- Manage District Asset Inventory and fleet operations.
- Standardize systems for a growing operation.
- Prepare monthly financial reports, annual report, and the Washington State Auditor's annual report.
- Engage in monthly vouchering with program coordinators and District Manager.
- Serve as the Election Supervisor as appointed by the Board of Supervisors, conduct and oversee annual election.
- Serve as Public Records Officer, oversee records management, document and respond to records requests.
- Other duties as assigned.

## TYPICAL WORK

This position requires attention to a variety of complex professional, managerial, technical financial, and accounting functions. Additionally, this position supports the District Manager with oversight of general operations such as human resources, information services, asset management, and internal administration processes. The Financial Manager coordinates with Foster Creek staff, outside agencies, and other partners to facilitate contracts and agreements. This position also provides support to the District Manager and the Board of Supervisors, assisting with strategic planning, budget coordinating, and operational success planning.

This position also provides the opportunity to be more involved with natural resources with involvement in things like our summer camp and planting events.

## ABOUT US

Serving the community now and into the future through quality technical assistance for natural resource stewardship through:

- Encouraging good land stewardship through education, incentives, and quality technical assistance.
- Enhancing regenerative, profitable agriculture and protecting individual private property rights.
- Leading strong coalitions through partnerships and community engagement as a valid partner to agriculture and conservation.

We consist of a small team dedicated to do what they can to enhance and protect the natural resources of Douglas County. Foster Creek is a non-regulatory political sub-division of Washington State and is governed by a 5-member volunteer Board of Supervisors.

# Foster Creek Conservation District

## Position Description – Financial Manager

Employee Name:	Job Title: Financial Manager
Employee Type: Regular	FTE: 40 hours per week
Benefits Eligible: Yes	Position Location: 203 S Rainier St, Waterville, WA 98858
Effective Date:	Date of Last Revision: November 15, 2024

### Position Summary:

This full-time position is a key member of the management team at Foster Creek Conservation District and is responsible for providing the District's fiscal and operations leadership. This position requires attention to a variety of complex professional, managerial, technical financial and accounting functions. Additionally, this position supports the District Manager with oversight of general operations such as human resources, information services, asset management, and internal administration processes. The Financial Manager coordinates with Foster Creek staff, outside agencies, and other partners and provides support to the District Manager and the Board of Supervisors.

### Position Qualifications:

#### Required Qualifications:

- High school diploma or equivalent, plus 3+ years of administration, accounting, finance, or another relevant field experience.
- Experience managing financial and operational activities in an organization.

#### Preferred Qualifications:

- Demonstrated experience with cash basis accounting within local government and knowledge of modern government accounting principles and practices.
- Experience with WA BARS accounting system
- Demonstrated team coordination experience with an ability to support, direct, and motivate individuals, teams, and partners on project coordination and execution.
- Strong skills in multi-tasking and the ability to meet multiple deadlines with a high standard of quality control.
- Advanced desktop computer literacy and computer software skills, with the ability to use Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, and accounting software like QuickBooks.

## Major Responsibilities & Duties:

- Benefits processing, accounts payable and receivable, cash flow projections, expense reconciliation, approval processes, and monitoring fiscal health.
- Provide fiscal input on grant applications to public and private organizations being developed by District staff.
- Communicate effectively with project partners, funders, and Foster Creek CD team members about deadlines, deliverables, expectations, and overall financial requirement and status.
- Effectively communicate appropriate financial information to the Board of Supervisors, District Manager, and District staff.
- Administer agreements with partner organizations.
- Oversee and manage the financial status of the District's portfolio of 20+ grants and contracts and assist staff with management of grant budgets, processes, and requirements.
- Provide administrative, financial, and operational support for Board Meetings, special events, and other activities as assigned.
- Manage District Asset Inventory and fleet operations.
- Standardize systems for a growing operation.
- Prepare monthly financial reports, annual report, and the Washington State Auditor's annual report.
- Serve as the Election Supervisor as appointed by the Board of Supervisors, conduct and oversee annual election.
- Serve as Public Records Officer, oversee records management, document and respond to records requests.
- Other duties as assigned.

## Compensation and Benefits:

The hourly rate for this position is set by the Foster Creek Conservation Salary Schedule approved by the Board of Supervisors. The work schedule is flexible but is generally Monday – Friday 8:00 am-4:30 pm with a 30-minute lunch break, though some evening and weekend work will be required. Remote work is available with the candidate expected to work out of the Waterville office a minimum of 1-2 days per week.

This position is a full-time, non-exempt position consisting of 40 hours per week. Compensation starting at \$57,512 (\$27.65/hr) - \$60,340.80 (\$29.01/hr), based on experience and/or qualifications. Employee benefits include paid sick leave (8 hours per month), vacation leave (starting at 8 hours per month), 12 paid holidays per year, and District issued cell phone. All benefits are subject to

change based on Board of Supervisor policies. Benefits include access to state insurance (dental, vision, and medical) with company paid contribution and contributions of 5% of gross monthly income to retirement account after 1 year of service at the District. Terms of compensation and benefits are set by position appointment letter and may be amended at any time by the Board of Supervisors.

Employees must reside in Washington State and be within a reasonable distance of the Foster Creek CD office to meet workplace reporting requirements. Funding for this position is subject to the continuing availability of federal, state, and local grants and contracts.

**Acknowledgement: *(To be completed upon employment)***

This position description describes the essential functions and qualifications for the position. This document does not exclude the opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

_____	_____	_____
Employee Name (print)	Employee Signature	Date

_____	_____	_____
District Manager Name (print)	District Manager Signature	Date

**Equal Opportunity Employer**

Foster Creek Conservation District is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, gender, national origin, ancestry, age, marital status, gender orientation, veteran status, disability, or any other basis prohibited by applicable state, federal, or local laws. This policy covers all programs, services, and procedures.