

Administrative Specialist Position Description

Overview

This position is located in the Allegan Conservation District Office (USDA Service Center). The Administrative Specialist is responsible for facilitating the day-to-day operations of the Allegan Conservation District including financial and accounting management, reporting and records compliance, and management of general office needs.

Job Type: Full time (40 hours/week). Fewer hours may be accommodated if requested in the applicant's cover letter. A hybrid telework schedule is available.

Compensation: Up to \$23 per hour commensurate with experience, health insurance, 5% retirement contribution, paid time off (sick, vacation, all federal holidays).

Primary Duties

- **Financial Responsibilities**
 - Responsible for all bookkeeping including payroll, benefit administration, accounts payable and receivable, and account reconciliation.
 - Assist in the preparation of an annual operating budget for the Conservation District.
 - Prepare monthly financial reports for submission to the Board.
 - Coordinate with outside auditors and accountants for accounting services.
 - Provide for control of financial resources once the Board approves allocation of these resources.
- **Operational Responsibilities**
 - Inventory and procurement of supplies and equipment.
 - Collect, organize, and maintain accurate records in accordance with Generally Accepted Accounting Principles, District policy, and applicable law including the Freedom of Information Act.
 - Ensure licenses, certificates, accounts, etc. are kept active and up to date.
- **Responsibilities to the Board**
 - Prepare materials for monthly board meetings.
 - Record and prepare board meeting minutes.
 - Coordinate arrangements for the Annual Meeting and Election.
 - Implement Board directed policies.
- **Events**
 - Organize annual tree and native plant sales including procurement, sales, and planning.
 - Assist in planning other District workshops, tours, contests, and fundraisers.
- **Grant Administration**
 - Assist in the timely preparation of grant progress reports and reimbursement requests.
 - Recommend appropriate grant programs to the Board and assist in developing grant proposals.
- **General/Partnership Responsibilities**
 - Answer phone, take messages, and assist customers.
 - Assist NRCS with general office support as part of our Cooperative Working Agreement.
 - Keep website and social media links, articles, newsletters, etc. updated.

Qualifications

- **Required**
 - 3 years of accounting and/or bookkeeping experience.
 - Computer proficiency including a strong understanding of Microsoft and Google program suites.
- **Preferred**
 - Experience using QuickBooks.
 - Experience with customer service.
 - Familiarity with conservation work.

Supervision

The Administrative Assistant shall be under the direct supervision of the Executive Director and the Allegan Conservation District Board of Directors. This is a non-supervisory position.

To Apply

Please provide a resume and a brief cover letter summarizing relevant experience to Brian Talsma at allegan.admin@macd.org or 1668 Lincoln Rd. Allegan, MI 49010.