



# Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

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**Position Announcement:** August 6, 2025

**Closing:** Open until filled, first review August 20, 2025

## Finance Lead

- Location** Office located in Okanogan, Washington, with occasional travel beyond Okanogan County
- Wages** Starting salary at \$80,820 per year, DOE with opportunity for merit and COLA increases.
- Benefits** Medical and vision insurance, Washington State Retirement (PERS), vacation leave, sick leave and 11 paid holidays per year.



## About Us

The Okanogan Conservation District (CD) is a dynamic organization comprised of volunteer board members and paid staff that are leaders in “on-the-ground conservation”. The district’s mission is to help cooperating land managers in Okanogan County achieve their conservation goals by:

- Working cooperatively with private landowners and stakeholders to encourage wise stewardship and land-management decisions.
- Providing locally led, voluntary, non-regulatory solutions to local environmental problems.
- Advocating for high-priority resource concerns facing Okanogan County.
- Educating adults and youth on environmental and natural resources issues in our community.

Our small team of dedicated staff is focused on providing technical assistance, and cost-share opportunities that serve the community and natural resources in Okanogan County, and informing and educating current residents from pre-school to old school. Okanogan CD board and staff values teamwork, locally led natural resource management, creative solutions, and voluntary conservation. Okanogan CD encourages a positive work/life balance and flexible schedules. A partial remote schedule may be considered upon completion of the probationary employment period.

## Description

Okanogan CD is seeking a highly motivated, detail oriented, and skilled individual to join the district as a Finance Lead focused on supporting district operations by performing the point person functions of financial operations, processing payments, and maintaining compliance with fiscal regulations. Current priority projects include:

- Develop, oversee, and implement district financial management, ensuring accuracy in accounts payable, accounts receivable, payroll, and expense tracking using Springbrook Express financial software.
- Act as the primary liaison between the district and external stakeholders to foster collaborative relationships.
- Develop program plans, delegate tasks, and oversee team workflows to ensure timely completion of financial deliverables.

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## **Typical Work**

The Finance Lead oversees the financial operations of the district by maintaining accurate financial documentation, processing vendor payments and deposits, and ensuring compliance with fiscal regulations through accurate data entry and appropriate recording of contracts. The Finance Lead serves as the subject matter expert on district finances, ensuring efficient district financial management, grant finance administration, and ensuring district compliance with fiscal rules and procedures.

## **Basic Qualifications**

- Bachelor's degree in Accounting, Business Administration, or a related discipline with at least 2 years of experience in financial administration, bookkeeping, or accounting, including payroll, grant management, and financial reporting.
- Associate's degree with at least four years of related professional experience, including supervisory experience.
- Experience in financial management including documentation, processing vendor payments and deposits, and ensuring compliance with fiscal regulations.
- Knowledge of financial and administrative principles and best practices, particularly related to public funding.
- Familiarity with Washington State Auditor's Office BARS accounting method.
- Strong organizational and time-management skills, with the ability to manage multiple financial tasks efficiently.
- Proficiency in Microsoft Office 365, financial management software, and 10-key data entry.
- Proven leadership experience, including supervising and mentoring team members.
- Effective verbal and written communication skills for engaging with board and staff, funding agencies, and project partners.

## **Ideal Qualifications**

- Master's degree in Accounting, Business Administration, or a related discipline with at least two years of experience in financial administration, bookkeeping, or accounting, including payroll, grant management, and financial reporting.
- Extensive experience with governmental accounting, BARS coding, grant financial management, and state financial regulations.
- Knowledge of financial compliance requirements, internal auditing processes, and records retention best practices.
- Experience working in a government or nonprofit financial setting.

## **Compensation**

This exempt (FLSA) position's beginning annual salary is \$80,820 (Range 66, Step A) depending upon experience. This position is eligible for vacation leave, sick leave, medical benefits, 11 paid holidays per year, and Washington State DRS retirement benefits. Terms of compensation and benefits are set by the position appointment letter and may be amended at any time by the Board of Supervisors.

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## **Service Area**

Okanogan County is for the adventurous! Our area is well-known for superb recreational opportunities and activities for every season, owing in part to an abundance of public land. Fishing, hunting, hiking, biking, skiing, snowmobiling, and horseback riding are just a few sports enjoyed by locals and visitors. Our scenic highways will take you from the snow-capped mountains of the North Cascades to the open spaces of river valleys along the Okanogan, Methow, Similkameen, and Columbia rivers. There is something for everyone in Okanogan County.

Residents of Okanogan County maintain an independent spirit and a sense of community pride. Our county was named one of the best counties in Washington state to raise a family in 2022 by Stacker.com. Top places to live, according to Stacker, include Okanogan, Omak, and Winthrop.

Exploring Okanogan's history is a favorite past time for many. The Confederated Tribes of the Colville Reservation boundaries lie within Okanogan County and the area is rich with cultural significance for our first people. Early European settlers came to Okanogan during the 1800s to establish cattle and sheep ranching, and to mine for gold. Several ghost towns and mining operations from the early days still stand. Today, Okanogan County's economic base is largely agricultural supported by apple, pear and stone fruit orchards. Cattle ranching remains the dominant livestock industry and family spreads can be found throughout the county.

Okanogan County's people, places, history, and industry are among the most charming and unique in Washington state.

## **Application Deadline and Instructions**

This position is open until filled. First review of applicants is 12:00 PM, August 20, 2025. Detailed position descriptions are available on the district website at [www.okanogancd.org/news](http://www.okanogancd.org/news).

**Applicants must submit a cover letter, resume, and three references (at least two of which are professional) through our online application website at <https://tinyurl.com/OCDApplications>.**

Or by mail to:

Natalie Torres, Admin Specialist  
Okanogan Conservation District  
1251 2<sup>nd</sup> Ave. South, Room 102  
Okanogan, WA 98840