

Finance & Administration Specialist

The primary focus of the Finance and Administration Specialist is to support the Finance and Administration Manager with ensuring timely and efficient coordination of the financial and grant reporting operations of the Palouse Conservation District office. The Finance and Administration Specialist will be responsible for processing bi-weekly payroll, submitting payroll tax deposit payments, preparing Federal and State quarterly and annual payroll tax reports and W2s; entering and processing all accounts payable, employee reimbursement requests and credit card transactions; preparation of annual 1099 reporting; collaborating with program managers for recruitments and onboarding; and assisting with the preparation of monthly and quarterly grant payment requests for Federal, State, and Local grant contracts.

Funding for this position is subject to availability of federal, state and local government grants and contracts. Permanence of the job is dependent upon continued grant funding.

Position Details

FTE: Full Time (40 hours/week)

Compensation: Grade 7 | \$24.26 - \$31.54/hour (depending on experience)

Position Type: Regular (Benefit Eligible)

Required Qualifications

- Bachelor's degree in Business, Accounting, Public Administration or closely related field; OR Associate's degree in Business, Accounting, Public Administration and 2-years of related experience.
- Two (2) years of progressive responsibility in accounting or full-charge bookkeeping, personnel management or supervision, agency administration or similar work.
- Experience processing payroll, payroll tax reporting, and processing accounts payables..
- Intermediate to advanced skills in Microsoft Word and Excel.
- Ability to communicate effectively both verbally and in writing.
- Valid, unrestricted driver's license

Preferred Qualifications

- Five (5) years of progressive responsibility in accounting or full-charge bookkeeping, personnel management or supervision; agency administration or similar work.
- Previous experience with Federal and State of WA grant reporting and payment requests.
- Experience with Springbrook Express/BIAS, Payroll Administration, QuickBooks, Publisher, Microsoft PowerPoint, Smartsheet, and Access.

Application Instructions

To apply, please click the link [here](#).

Applications will be reviewed as they are received. The position will be open until filled. Applications that do not include both a letter of interest and resume will not be considered. Palouse Conservation District is an equal opportunity employer.

Position Description

To view a full position description, please click the link [here](#).