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**Position: Finance Manager:** Part-time, 32 Hours

**Date Posted:** September 24, 2026

**Pay:** \$31.00-\$37.00/hour, DOE

**Closing Date:** Open until filled. First round of application review will occur October 12, 2026

## Position Summary

The Finance Manager is a key member of the Skagit Conservation District (SCD) team, responsible for ensuring strong financial stewardship, organizational efficiency, and high-quality administrative operations. This role maintains and coordinates the District's financial functions in accordance with Washington State law and the policies of the Conservation District Board of Supervisors and works under the supervision of the Board and the District Manager to support SCD in achieving its conservation mission across Skagit County.

## About Skagit Conservation District

Skagit Conservation District is a non-regulatory local government agency that empowers Skagit County landowners, students, and communities to practice voluntary natural resource stewardship. SCD programs span agricultural conservation, forest health, water quality, riparian restoration, and environmental education, connecting people to the resources and knowledge they need to care for the land and water of the Skagit watershed.

## Primary Responsibilities

### Accounting & Financial Management (70%)

- Maintain accurate accounting records and systems using accepted governmental financial practices for restricted fund management and BARS accounting, including thorough understanding of GAAP principles.
- Prepare monthly and annual financial statements, cash flow reports, and budget-to-actual reports for the Manager and Board of Supervisors.
- Manage bank and credit card reconciliations and required tax filings.
- Manage accounts payable, accounts receivable, deposits, credit card reconciliations, purchase orders, and expense reimbursements.
- Manage the purchase order and invoice approval process and post bills and payments in the District's accounting system.
- Process vendor payments and serve as the primary point of contact for vendor communications.
- Maintain organized documentation of grant invoices and related expenses.
- Collect and maintain required tax documentation from vendors and contractors.
- Prepare and submit timely reimbursement requests for all current District grants.
- Post accounts receivable, record incoming payments, and maintain grant budget tracking.
- Support the Manager in developing, monitoring, and reporting on the annual District budget, and coordinate the 3-year and annual financial review or audit with external partners.
- Ensure compliance with State Auditor's Office and Washington State Conservation Commission (WSCC) financial requirements and grant specific reporting.
- Maintain records in accordance with District procedures and state retention requirements.

### Payroll (20%)

- Process biweekly payroll accurately and on schedule, including verifying timesheets and administering employee leave and benefit programs.
- Calculate and remit required payroll taxes and prepare year-end tax documents for employees.

- Track payroll costs, retirement contributions, and staff leave balances.

### **Grant Contract Administration (10%)**

- Maintain organized documentation for all grant, financial contracts, equipment, assets, and insurance and ensure billing requirements are met for each funding source.
- Track restricted/unrestricted funds and support grant managers with budget monitoring, match documentation, and financial reporting.
- Maintain federal indirect rate via approved NICRA.

### **Required Qualifications**

- Bachelor's degree in accounting, business administration, public administration, finance, or a related field, or equivalent professional experience and associates degree.
- Three or more years of experience in financial management, accounting, or administrative operations, including knowledge of restricted fund management and complex budgeting.
- Strong knowledge of nonprofit or governmental accounting principles.
- Proficiency with accounting and payroll software (e.g., Blackbaud Financial Edge, QuickBooks) and Microsoft Office and the ability to learn new software and solve technological problems.
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities and due dates.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality, integrity, and sound judgment.

### **Desired Qualifications**

- Experience with grants and contract management.
- Familiarity with Washington State Conservation Districts or other public special-purpose districts.
- Knowledge of state and federal grant compliance standards.
- Proactive, critical, and strategic thinker who will own the responsibilities associated with grant and financial administration.

### **Compensation & Benefits**

Skagit Conservation District offers a competitive salary commensurate with experience, along with medical, dental, and vision insurance; paid vacation, sick leave, and holidays; participation in the Washington State Public Employees' Retirement System; professional development and training support; and a hybrid-compatible work environment where feasible.

### **How to Apply**

Submit a resume and a cover letter describing how your experience, skills, and values align with SCD's mission and this position to [skagitcd@skagitcd.org](mailto:skagitcd@skagitcd.org) with the subject line "Accountant Application." For questions, contact Emmett Wild, District Manager, at [emmett@skagitcd.org](mailto:emmett@skagitcd.org) or 360-899-8761.

*Skagit Conservation District is an equal opportunity employer, and we make an effort to recruit individuals from diverse backgrounds to apply for open positions.*