



Waseca SWCD is seeking a Finance & Administrative Specialist

ANNOUNCEMENT

General Duties: This is a full-time administrative position with the Waseca Soil and Water Conservation District (SWCD) and is responsible for providing a variety of financial, administrative, clerical, and receptionist duties to support staff, the Board of Supervisors, and the activities of the Waseca SWCD. Employees must exercise professional courtesy in their frequent contact with the public, staff, and supervisors, and must exercise initiative and judgment in all phases of work.

Salary Range: \$23.50-\$32.00 (depending on qualifications). Very competitive benefits.

Minimum Qualifications: Two years of post-secondary education, such as an Associate's Degree in business administration, accounting, or a closely related field, plus two years of related progressively responsible office, administrative, clerical, and/or general accounting experience in an environment with high levels of customer service or an equivalent combination of education and experience to equal or exceed 4 years. Must have knowledge or experience with accounting and bookkeeping. Must be self-motivated, able to learn quickly, follow instructions, and handle multiple projects at once. Must possess strong organizational, interpersonal, and respectful communication skills, both written and verbal. Must possess meticulous recordkeeping skills.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by 4:30 PM on February 13, 2026, and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: February 13, 2026

Finalists selected: February 25-27, 2026

POSITION PROFILE

View the full job description and application at mnspsc.org/careers/government or wasecaswcd.org.

SEND APPLICATION MATERIALS TO

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