

ADMINISTRATIVE ASSISTANT POSITION:

The Middle Snake Tamarac Rivers Watershed District in Warren, MN is seeking a candidate for a full-time (40 hr/per week) District Administrative Assistant. Major responsibilities include accounts receivables and payables, financial reporting, reconciliation and balancing, budget preparation and year end reporting, processing of payroll and expenses, annual audits, investments, and administer and maintain employee benefits. Candidate will also attend Board meetings, prepare minutes and agendas, meet publication deadlines, and maintain the District website. Candidate will be organized and be able to multi-task, prioritize workload and communicate with the public. For additional information about the MSTRWD or to view the current job description, visit: www.mstrwd.org.

MSTRWD offers benefits including health and dental insurance, a retirement plan, annual leave, sick leave and paid holidays. Salary range (\$32,000 to \$38,000) dependent on qualifications and will be determined by the Board of Managers.

Minimum Qualifications: completion of two (2) years of technical education in accounting, finance, business or a related field or (2) years work experience in a similar position. Candidate must be proficient in QuickBooks Pro, Microsoft Word, Excel and Access, Publishing Software, BlueBeam and Adobe Acrobat DC and possess excellent written and verbal communication skills.

To apply: Applicant must submit a cover letter and resume, along with a MSTRWD employment application (available on www.mstrwd.org) to District Administrative Assistant Position, c/o Connie Kujawa, Administrative Assistant, PO Box 154, Warren, MN 56762 or email to info@mstrwd.org.

The MSTRWD is an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.