



Freeborn SWCD is seeking an Administrative Professional

ANNOUNCEMENT

General Duties: The Administrative Professional position is responsible for providing a variety of receptionist, clerical, financial, and administrative duties to support the work of staff, the board of supervisors, and activities of the Freeborn County Soil and Water Conservation District (SWCD). Key activities include Accounts Payable/Receivable, bi-weekly payroll and related reports including payroll taxes, and Public Employment Retirement Accounts (PERA). Additionally, this position will complete and file financial reports for special programs and funding to our state and federal partners. Having a good working knowledge of QuickBooks will be a plus.

Other duties include assisting with and attending board meetings (second Thursday of the month), preparing monthly board meeting minutes, assisting with board packets, and related work as apparent or assigned. The candidate must exercise tact and courtesy in their frequent contact with the general public and exercise initiative and independent judgment in all phases of work. Work is performed under the supervision of, and reports to the District Manager. Please review the job description for a more specific description of the essential duties and responsibilities of the position.

Salary Range: \$22.00 - \$26.00/hour, plus benefits based on qualifications and experience

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 with high levels of customer service. Other minimum qualifications are an equivalent combination of education and experience to equal or exceed 4 years and must have knowledge or experience with accounting and bookkeeping including QuickBooks. Must be self-motivated, able to learn quickly, follow instructions, and handle multiple projects at once. Must possess strong organizational, interpersonal, and communication skills (written and verbal), and meticulous recordkeeping skills.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by December 11, 2024 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: 12/11/24

Finalists selected: 12/12/24

POSITION PROFILE

View the full job description and application at mncsc.org/ccoga/jobs or freebornswcd.org

SEND APPLICATION MATERIALS TO

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