



Freeborn SWCD is seeking a Finance & Administrative Specialist

ANNOUNCEMENT

General Duties: The Finance & Administrative Specialist is responsible for providing a variety of reception, clerical, financial, and administrative duties to support the work of *staff*, the board of supervisors, and efforts of the Freeborn County Soil and Water Conservation District (SWCD). Responsibilities include preparing and maintaining monthly financial and written records, reports, and statements including the bookkeeping using QuickBooks, processing of accounts receivable, accounts payable, routine payroll, and personnel records. 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 - \$30.00/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 experience 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 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 application must be completed and received by June 20, 2025 and must contain:

1. Cover Letter
2. Resume
3. Formal Application

SELECTION TIMELINE

Application deadline: 6/20/25

Finalists selected: 6/23/25

POSITION PROFILE

View the full job description and application at freebornswcd.org

SEND APPLICATION MATERIALS TO

Lindsey Cornell - District Manager
Freeborn County Soil & Water
Conservation District
1400 West Main Street
Albert Lea, MN 56007

Office: 507-320-3728

Email:

Lindsey.Cornell@mn.nacdnet.net