



**PART-TIME OFFICE ASSISTANT/BOOKKEEPER
(8-16 HOURS PER WEEK)**

BACKGROUND

The Colusa County Resource Conservation District (CCRCD) is looking for a part-time Office Assistant/Bookkeeper to assist with the Special District's financial and office management duties. RCDs across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. Colusa County RCD's current projects include forest and fuel management, soil health, water quality and efficiency, and natural resource education. The CCRCD project partners include CalFire, NRCS, UC Ag Advisors, neighboring RCDs, and local landowners and schools.

POSITION

The CCRCD is looking for a new team member to assist with managing the day-to-day operations of running a California Special District. The Office Assistant will focus on bookkeeping following the accounting practices of the County of Colusa Auditor's Office. In addition, the Office Assistant will help the Executive Director with office organization and administrative tasks such as answering phones, filing and project contract maintenance. The position is part-time (8-16 hours per week) with potential for full-time employment and advancement if supported by successful grant writing leading to new contracts and/or fee for service endeavors. The Office Assistant will report to the Executive Director and will also work with landowners, government agency staff, and a broad array of partner organizations.

TYPICAL DUTIES AND RESPONSIBILITIES

The Office Assistant's responsibilities include, but are not limited to the following:

- Assist the Executive Director to prepare for the monthly Colusa County RCD Board meetings and as needed partner agency meetings, which include preparing and proofreading staff reports, preparing vendor claims and financial reports, copying and mailing the Board packets, preparing and posting agenda as required by State Law, planning food for meetings and updating the website
- Take accurate notes and transcribe notes into meeting minutes for Board meetings; Prepare follow-up documents from Board meetings, such as processing resolutions or agreements adopted
- Purchase District office supplies
- Prepare and mail invoices and follow-up invoices to CCRCD project funders, deposit funds received and record payments with the County of Colusa Auditor's Office and in CCRCD's Quickbooks database
- Assist the Executive Director with payroll: collect and review timesheets, develop and maintain a salary summary report, create payroll reports and claims, track paid leave earned and used.
- Assist the Executive Director with Employees Billable Rates including accurate tax rates, worker's compensation rates, and benefits updated annually or according to CCRCD Employee Policies
- Track Colusa RCD Board Member terms and training; prepare posting / correspondence for Board member recruitment; Serve as Filing Officer/Filing Official for Fair Political Practices Commission (FPPC) filings

- Assist the ED in completing organizational and salary reports required by the State of California, CCRCDC's Insurance Company, and other entities. Prepare, update and maintain all personnel paperwork for processing and filing; Maintain official documents and records of the District in paper and electronic format.
- Keep financial records and project files current and organized
- Assist the ED with preparing for the annual audit
- Assist the ED with cost allocation plans, fiscal year budget planning and updates, and develop project and grant budgets
- Assist the ED with reviewing district policies annually
- Assist with developing tailgate training relevant to RCD project work and keep track of employee safety trainings
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

- Candidates must have at least two years of experience in administrative office work, preferably with a special district or local government.
- Must have strong communication skills, detail oriented and be highly organized.
- Must be comfortable with technology, and have the ability to produce neat correspondence, documents and forms
- Working knowledge of Microsoft Programs and experience with Quickbooks is required
- Candidates must be able to self-direct their work and to work cooperatively with others, and have the ability to present themselves in a friendly and professional manner to the public
- Be able to perform the assigned duties, the employee may be required to work outside of regular work hours (8-5 Monday through Friday) with some night meeting obligations
- Must have a valid California driver's license, clean driving record, and current auto insurance.

DESIRABLE QUALIFICATIONS:

- Knowledge of laws and requirements related to Special Districts
- Knowledge of County of Colusa Accounting Practices
- Knowledge of Colusa County agriculture and natural resource concerns
- Working knowledge of cloud-based collaborative workspaces

COMPENSATION:

This is a part-time position, estimated at 16 hours per week, with the potential for additional hours in the future. Pay range for this position is \$18.00/hour to \$22.00/hour (based on experience), plus benefits. Employee benefits include a monthly lump sum additional pay (\$2.60/hour) and up to 5% 457 retirement plan employer match. Paid leave for part-time employees working at least 50% FTE will receive holiday, sick and vacation on a prorated basis. In addition, this position offers a flexible schedule in a fun, fast-paced, positive environment.

APPLICATION INFORMATION

To apply, email a cover letter, resume and three or more references to Liz Harper, Executive Director: liz@colusarc.org. Applications will be accepted until position is filled. The RCD is an equal opportunity employer. If you are not fully qualified for this position but passionate about Colusa County agriculture and natural resource management and a willingness to learn, please apply. Candidates reflecting the social diversity of California are strongly encouraged to apply. The position is open until filled. If you would like additional information, please contact the email address above or reach out to any of CCRCDC Directors.