



Butte County Resource Conservation District
150 Chuck Yeager Way, Suite A
Oroville, CA 95965
(530) 534-0112 ex 116
www.buttecountyracd.org

Butte County Resource Conservation District is leading the progress of working landscapes and open space management in the county through its unique and influential partnerships for the benefit of the citizens, the environment, and the economy.

Our motto is cooperation, not regulation

POSITION TITLE:	Office Manager/ Bookkeeper Position
SUPERVISOR:	District Manager
LOCATION:	USDA Service Center, Oroville, CA
APPLICATION DEADLINE:	TBD
SALARY RANGE:	COMMENSURATE WITH EXPERIENCE

A Part-time Office Manager/ Bookkeeper Position is open for the Butte County Resource Conservation District. The BC-RCD is a governmental special district which serves the rural areas of Butte County. The Conservation District was created by public ballot measure in 2002. The function of the Conservation District is to take available technical, financial and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land user for conservation of soil, water, and related resources.

ESSENTIAL FUNCTIONS:

This position is responsible for the day-to-day administration of office activities for the BC-RCD office located in the USDA Service Center in Oroville, CA. The Office manager/bookkeeper coordinates central administrative processes (office services, central filing, communications/reception and printing), general purchasing requests, public reception and general office duties. Additional tasks include bookkeeping and financial record keeping for the small but growing district business. Functions include monthly, quarterly, and/or annual reporting and invoicing on state/federal grants. Monthly preparation of basic financial reports including but are not limited to Profit & Loss Statements, Cash Flow Reports and Balance Sheets. District financial reports are coordinated through the Butte County Treasury on a monthly basis and with annual reporting to State Controllers Office. Assistance with regular financial audits also required.

The Office Manager/Bookkeeper provides a full range of high-level administrative support to senior management by preparing correspondence materials, public meeting posting, and meeting scheduling. This position includes frequent interaction with all members within the organization as well as landowners, contractors, Board of Directors, government agencies and business relations.

GENERAL KNOWLEDGE/ SKILLS:

- Excellent communication skills, especially report writing.
- Strong business and financial skills required.
- Demonstrated experience in MS Office, Word, Excel, Publisher, Quick Books.
- Strong organizational skills and attention to detail.
- Ability to organize time and manage diverse activities.
- Demonstrated flexibility to changing situations and priorities.
- Complete multiple and varied assignments in a timely manner.
- Identify routine problems and utilize existing resources for resolution.

FINANCIAL/ BOOKKEEPING SKILLS:

- Track grant tasks for monthly reporting and invoicing.
- Prepare Quick Books invoices and billing systems, including accounts receivable and accounts payable.
- Prepare monthly financial reports for District Manager review.
- Assist with annual and project budgeting
- Processing check requests, expense reports and petty cash.
- May purchase equipment and supplies as provided for in budget.

COMMUNICATION/ INTERPERSONAL SKILLS:

- Work and communicate with a wide range of people both internally and externally.
- Familiarity with standard business communications

WORKING CONDITIONS/ PHYSICAL EFFORT:

- Work performed in a busy general office setting.
- Ability to work in a fast paced, sometimes stressful environment and manage deadlines.
- Work requires only minor physical exertion and /or strain.

TO APPLY:

Please send cover letter and resume to BC-RCD@carcd.org

Or **BC-RCD**

Attn: Pia Sevelius

District Manager

150 Chuck Yeager Way, Suite A

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