



## Part-Time, Temporary Office Assistant

**Position Summary:** The Clearwater Resource Conservation and Development Council, Inc. (Council) is seeking a part-time, temporary Office Assistant to work in Potlatch, Idaho directly with the Interim Executive Director in support of the Council's fiscally sponsored projects. A successful candidate will be skilled and motivated to complete an array of administrative, financial and organizational duties both effectively and efficiently.

**Organizational Overview:** The Clearwater RC&D Council is a 501c(3) nonprofit organization established and run by volunteer elected and civic leaders who plan and carry out projects for resource conservation and community development in Clearwater, Idaho, Latah, Lewis, and Nez Perce counties. The Council serves to educate the public about conservation issues and assist with project administration through its fiscal sponsorship program. The Council's mission is to provide leadership in building local collaborations for sustainable community and resource development that will improve the quality of life for residents of north-central Idaho. For more information, please visit [www.clearwaterccd.org](http://www.clearwaterccd.org).

### Duties expected to be performed by the Office Assistant include:

- Assist with bill payment processes, including processing bills received from multiple projects, requesting appropriate approvals, inputting data in QuickBooks, tracking unpaid invoices, and managing incoming/outgoing mail.
- Assist the Interim Executive Director with financial and bookkeeping functions using Microsoft Excel and QuickBooks. These duties will include maintaining accurate records of financial transactions for Federal grants and agreements and inputting payroll time.
- Track and document records of In-Kind and Non-Cash contributions for all Council projects.
- Provide administrative support to the Interim Executive Director for the organization of board and committee meetings, including developing agendas, preparing appropriate meeting materials, recording meeting minutes, and maintaining clear communication with Council members.
- Responsible for maintaining office filing and recordkeeping systems.
- Perform other duties as apparent, needed, or assigned.

### Qualifications:

- Any combination of training and/or experience that demonstrates ability to perform the duties as described.
- Willingness and ability to learn Council fiscal management and sponsorship procedures.
- Ability and desire to pay close attention to details.
- Strong organizational and time management skills to balance multiple tasks and meet deadlines.
- Strong verbal and written communication skills.
- Competency in Microsoft Excel and Word. Experience and/or ability to learn other financial management programs (i.e., QuickBooks).
- Ability to provide dependable office presence and to work effectively and efficiently with Council staff, partners, and board members.
- Motivation to take on work outside of the immediate job description in order to support the Council's needs.
- Positive attitude and desire to join a friendly, collaborative working environment.

**Compensation and Work Schedule:** The pay rate for this position is \$10-\$13 per hour, depending on experience. This is a part-time position for 15-20 hours per week. The work schedule will be dependent upon the bill payment schedule and deadlines, but will allow for flexible days and times. This is a temporary position ending September 30, 2017, with the possibility of continued employment depending on funding and Council staffing needs.

**Application Process:** Interested candidates should send a brief cover letter and resume to [director@clearwaterccd.org](mailto:director@clearwaterccd.org) with "Office Assistant" in the subject line, or to Clearwater RC&D, P.O. Box 9576, Moscow, Idaho 83843. **Closing date for applications is February 6, 2017.** Applications will not be accepted after the deadline. The Clearwater RC&D Council is an Equal Opportunity Employer.