Cottonwood SWCD is seeking an Administrative Assistant

ANNOUNCEMENT

**General Duties:** The Administrative Assistant will be responsible for maintaining the Soil and Water Conservation District (SWCD) accounting system in accordance with state standards and provide assistance to SWCD, Greater Blue Earth River Basin Alliance (GBERBA) and County programs as assigned.

**Salary Range:** $22.02 - $25.52 (depending on qualifications)

**Minimum Qualifications:**
- Requires post-secondary education in business and/or accounting or an equivalent combination of education and experience in these areas
- Accounting principles
- Be proficient on the computer and have working knowledge of Microsoft Office programs and QuickBooks
- Self-motivation and ability to work independently without close supervision
- Strong written, verbal, and communication skills
- Ability to establish and maintain effective working relationships with others
- Ability to remain professional in difficult customer assistance situations
- Must possess or obtain a valid driver’s license issued by the State of Minnesota or the ability to attain a Minnesota driver’s license

**APPLICATION PROCEDURE**
To be considered for this position, an applicant’s file must be completed and received by August 29, 2024 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

**SELECTION TIMELINE**
Application deadline: 08/29/24
Finalists selected: 08/30/24

**POSITION PROFILE**
View the full job description and application at mnsccsc.org/ccoga/jobs or cottonwoodswcd.org

**SEND APPLICATION MATERIALS TO**
Mike Humpal, CEcD
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive,
North Mankato, MN 56003

Office: 507-389-5107
Mobile: 507-236-7651
Email: mhumpal@mnsccsc.org