King Conservation District is seeking a qualified candidate to perform as a
Finance and Grants Coordinator

THIS POSITION IS REPRESENTED BY THE WASHINGTON FEDERATION OF STATE EMPLOYEES

Job Title: Finance & Grants Coordinator
Job Classification: Program Coordinator 3
Salary Range: $73,451.29 thru $90,388.20

Job Summary:
The position of Finance and Grants Coordinator is an administrative & finance position of the King Conservation District. The employee occupying this position is subject to direction and guidance by the Chief Administrative Officer and provides direct assistance to KCD grant programs with assistance where applicable from the Finance Coordinator.

Work is usually varied with complexity, routinely applying advanced principles and concepts in day-to-day work. Actions are typically short- and mid-term, focused on what and how. Helps leadership to plan program goals and objectives.

This position has been established:
- To provide financial and administrative assistance to the Chief Administrative Officer and District Staff.
- To assist KCD grant programs in administering grants to external organizations and partner jurisdictions.

This is a non-exempt, full-time position of 40 hours per week. Starting annual salary is $73,451.29/yr.

Program Responsibilities:
The employee occupying this position is subject to direction and guidance by the Chief Administrative Officer and provide direct assistance to the Member Jurisdictions and Regional Food Systems Grant Managers, with assistance where applicable from the Finance Coordinator. Assist in keeping the District’s financial records. Prepare vouchers and/or checks for bills to be authorized for payment at board meetings. Enter bills and post them to the appropriate accounts.

- Assist in keeping the District’s financial records, including account reconciliations, cash management and accounts receivable.
- Assist District staff with filing, copying, mailing, and other miscellaneous administrative tasks.
- Assist with preparing and disseminating financial and program evaluation reports.
- Assist in putting together grant billings. Assist in tracking grant budgets.
- Maintain the standardized filing system for Conservation District records.
- Provide customer service/internal support, across departments.
- Assist with grant data entry and data cleanup in online grant portal by Foundant Technologies.

**Training and Supervision:**

The occupant of this position will perform duties under the supervision of the Chief Administrative Officer with assistance from the Finance Coordinator as needed. Supervision will be by the Executive Director in absence of the Chief Administrative Officer or as may be necessary.

**Competencies:**

- Operates with autonomy in many situations. Usually initiates or takes action at own discretion. Has discretion to set own priorities. May seek guidance as to general results expected on new and complex assignments.
- Generally uses own judgment when resolving issues or making decisions. Investigates problems independently and communicates findings to others. Decides on a solution and discusses with others before proceeding.
- Identifies and creates the processes necessary to get work done.
- Separates and combines activities into efficient workflow.
- Designs processes and procedures that allow managing from a distance.
- Marshals resources and gets the most out of limited resources.
- Facilitate and support the work of community-based partners, providing materials and resources necessary to communicate with them and solicit feedback.
- Work weekend days and weekday evenings at least 2-3 times per month to support volunteer, education, outreach, and partner events.
- Less than 5 percent of the job duties may be combined with other duties as required by the district.

**Required Skills/Abilities:**

- 4-5 years+ Experience and Certification and/or Bachelors Degree
- At least one year of experience administering incoming or outgoing grants or contracts.
- Ability to maintain full confidentiality of all conversations, data records, files and other information where access is limited.
- Must be competent in reading, writing, speaking, hearing, and understanding the English language. Good communication and multi-tasking skills required for interaction with coworkers, Board members, agency partners, and landowners/operators.
- Ability to work full-time schedule with overtime if needed with prior approval
- Understanding of basic accounting principles. Experienced in money management standards for local units of government and ability to understand thoroughly the proper use of county, state, and federal funds.
• Experience with government and/or nonprofit accounting or bookkeeping is desired but not required.
• Adept with all office equipment including computers, network servers, Internet, and e-mail. Adept with MS Office software, including Excel spreadsheets.
• Must be competent in reading, writing, speaking, hearing, and understanding the English language. Good communication and multi-tasking skills required for interaction with coworkers, Board members, agency partners, and landowners/operators.
• Demonstrated ability to establish and maintain effective working and public relations.

Education and Experience:
• Extensive knowledge of the function or program.
• Demonstrated success providing support to BIPOC and/or underserved communities.

Desired Qualifications:
• Current resource or conservation experience is preferred.
• Valid Washington driver license is desired.
• Ability and working knowledge of QuickBooks accounting software desired.
• Familiarity with grant management software such as Foundant Technologies is desired but not required.

Physical Requirements:
• Ability to work in extreme weather conditions
• Ability to drive in and throughout King County using a district vehicle
• Drivers license is required when driving district vehicles.
• Must be able to lift up to 15 pounds at times.

King Conservation District is an Equal Employment Opportunity (EEO) Employer
No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

To Apply
If you are interested in pursuing this position, please submit a cover letter and resume to hr@kingcd.org.

Website: kingcd.org