



## FINANCIAL & ADMINISTRATIVE COORDINATOR

**Garrison Diversion Conservancy District (GD CD)** is seeking a Financial & Administrative Coordinator for its Carrington, ND, office.

This position will approve vouchers and claims for payment; assist with the annual budget preparation and audit; ensure financial policies and procedures are developed and followed; prepare correspondence and reports; and assist with the administration of contracts.

**Qualifications:** Business Administration or related Associates Degree; knowledge and understanding of accounting principles; proficient in Microsoft Office Suite; and a valid Class D North Dakota driver's license required. Preferred: Bachelor's Degree, Job Cost and Microsoft Dynamics GP experience or knowledge.

**Extended Application Deadline: March 10, 2016**

**A full position description and qualifications can be found at**  
[www.garrisondiversion.org](http://www.garrisondiversion.org)

We offer exceptional compensation and benefits, including:

- Generous leave program including holidays, annual leave, and sick leave
- 100% paid family health, dental, and vision insurance
- Retirement program
- Education and training assistance

To apply for this position, submit a letter of interest and resume to [merrim@daktel.com](mailto:merrim@daktel.com)

**More Info –**  
[www.garrisondiversion.org](http://www.garrisondiversion.org)

**GARRISON DIVERSION CONSERVANCY DISTRICT  
JOB DESCRIPTION**

**Job Title:** Financial & Administrative Coordinator

**Status:** Full-time

**FLSA:** Non-exempt

**Duty Station:** Garrison Diversion Conservancy District, Carrington, ND

**Job Duties and Responsibilities:** Duties include, but are not limited to:

1. Approve payments of vouchers and claims.
2. Assist with the development, monitoring and revising of budgets.
3. Assist with the annual audit.
4. Oversee the Municipal, Rural and Industrial program, which includes approving funding requests, tracking and monitoring spending, and developing reports.
5. Ensure proper and approved financial policies and procedures are developed, documented and followed.
6. Prepare correspondence and reports and assist in the administration of contracts with water user entities, state agencies and the United States to which Garrison Diversion is a party.
7. Work with the governing boards of various political subdivisions, including but not limited to, park districts, municipalities, rural water districts, and federal and state agencies.
8. Occasionally, represent Garrison Diversion at various meetings and conferences.
9. Other duties as assigned.

**Reports to:** Administrative Officer

**Relationships:** Must be able to communicate with all Garrison Diversion Conservancy District employees to exchange accurate information as needed. Must maintain a friendly relationship with the general public while at work and off duty. Communicates while at seminars and meetings. Must be able to develop and maintain productive relationships with co-workers, supervisors and associates.

**Minimum Qualifications, Education, Certification, Experience, Knowledge:**

1. Business Administration, Accounting, Finance or related Associates Degree
2. Knowledge and understanding of accounting principles
3. Proficient in Microsoft Office Suite
4. Valid Class D North Dakota driver's license with two years of acceptable driving experience. Must be insurable.

**Preferred Experience and Training:**

1. Business Administration, Accounting, Finance or related Bachelor Degree
2. Training and experience in administration and financial management
3. Job cost experience/knowledge
4. Experience/knowledge of Microsoft Dynamics GP

**Essential Functions:**

1. Ability to accurately and clearly complete required documentation.
2. Must be able to communicate effectively and understand and follow verbal and written instructions.
3. Must be capable of obtaining a thorough knowledge of Garrison Diversion Conservancy District policies.
4. Must pass a drug and alcohol screening and pre-employment physical.
5. Requires normal vision in both close range and distance.
6. Requires eye/hand coordination.
7. Requires ability to remain calm in stressful or emotional situations.
8. Requires ability to make decisions in fast paced environment.
9. Must maintain prompt and reliable attendance.

**Working Period:** Regularly scheduled work week is Monday through Friday, eight hours per day, 8 a.m. to 5:00 p.m. Flexibility is required. May be required to work in excess of 40 hours per week, including weekends.

**Working Conditions:** Work is normally performed in the office. Work may require stays away from home.

**Salary and Benefits:** Salary is dependent upon experience. Full benefit package including: generous leave program including holidays, annual leave and sick leave; 100% paid family health, dental and vision insurance; retirement program; and education and training assistance.