



# G L E N N C O U N T Y

## R E S O U R C E C O N S E R V A T I O N D I S T R I C T

The Glenn County Resource Conservation District (RCD) is seeking a **Financial Operations Assistant** who is detail-oriented and has a passion for working thoroughly, leaving nothing to chance. You will play a crucial role in supporting financial operations, achieving goals consistently and efficiently, in a supportive manner. You will bring your accountability to work in our growing professional work environment while helping us maintain compliance with the many grant-funded programs we run.

### **WHAT YOU'LL GIVE:**

As our Financial Operations Assistant, you will offer your high quality, detailed work based on established standards, guidelines and procedures. Precise, consistent work output is essential requiring patience and a willingness to handle and complete one task at a time. Job knowledge and competency is built through structured step-by-step training and positive supportive coaching from the Finance Officer. In addition, communication with other team members is based on knowledge of repetitive job routines and procedures gained from sufficient job experience. Job performance success is based on consistent, error free work in a steady, methodical work output and being completed on time.

### **WHAT YOU'LL GET:**

1. Part-time status, with a strong potential for full-time status, dependent on the need of operations.
2. Compensation starting at \$22/hr up to \$28/hr depending on qualifications and experience or as grant agreement funding allows.
3. Benefits, pro-rated for part-time status, include paid holiday and sick days upon hire. For example, based on full-time employees (12 paid holiday days per year, 10 sick days per year, 5 vacation days (year 1), 13 vacation days (years 2-3) and so forth).
4. Current policy provides CalPERS 457 Plan option, up to 8% match; 6 months until vested.
5. Other leaves, such as bereavement or statutorily protected leaves provided in accordance with US and CA laws.

### **MINIMUM QUALIFICATIONS:**

1. Ability to work in an office environment, operate a computer/keyboard/phone, data entry and record keeping.
2. Excellent financial reporting, accounts payable and receivable, payroll support, time management, interpersonal, verbal/written communication, and organizational skills.
3. Represent the RCD, its partners, and funders, in a positive and professional manner.
4. Strong proficiency in QuickBooks, Microsoft Office, particularly Word and Excel, is required.
5. Possess a valid CA driver's license and have current proof of insurance.
6. Ability to lift up to 40 pounds.

### **IDEAL QUALIFICATIONS:**

1. Associate's degree is preferred in agriculture business, general business or related field that prepares you to meet essential job functions.
2. Familiar with Sacramento Valley agriculture.

3. Strong compliance and error free skills, including the ability to work with frequent interruptions and manage multiple priorities.
4. Strong work ethic and experience in business or financial office operations.
5. Strong desire to pursue a long-term rewarding career with the Glenn County RCD!

#### HOW TO APPLY:

If you are someone who desires part-time, flexibility and thrives in a faster-than-average pace and detail-oriented environment, who values patience and conscientious work, and who is eager to make a meaningful impact, then we invite you to apply. Complete and send via mail or email: a cover letter (**must** include the desired # of hours per week), resume, and 3 work references to Kandi Manhart-Belding, Executive Officer.

#### Mailing Address:

Glenn County Resource Conservation District  
Attn: Kandi Manhart-Belding, Executive Officer  
132 North Enright Avenue, Suite C  
Willows, CA 95988

Email: [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org)

**Open until filled.**

*The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the Glenn County RCD. A successful candidate who receives a conditional job offer may be subject to a standard background check for disqualifying criminal convictions.*

*The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, ethnicity, age, physical, mental, or cognitive disability, pregnancy or childbirth, reproductive health decisions, sex, marital or domestic partner status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, military service or veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.*

*The Glenn County RCD evaluates requests for reasonable accommodations in both the pre-employment process and to perform the essential functions of the job. Applicants who require a reasonable accommodation in the pre-employment process should notify the following individual and provide information on the accommodation being requested: [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org).*

\*\*\*Applicants that do not submit ALL 3 items (cover letter, resume, references) will not qualify nor advance to the next step in the process of filling the position. RCD reserves the right to not respond or review incomplete applications.\*\*\*