

Office Administrator/Bookkeeper

Saginaw Conservation District – Saginaw (Thomas Township), MI

Part Time – 25 hours per week (additional hours required at various times of the year)

Job Description:

The primary responsibilities of this job include, but are not limited to: bookkeeping, including a thorough understanding of QuickBooks and Microsoft Office and managing the office staff (typically less than four people). This position reports directly to the Board of Directors.

This person will answer the phone and greet walk-in customers at the office, as needed. The duties also include assisting with grant writing and management and supporting the District's various projects through Marketing and Outreach tools.

This individual must have a high level of integrity and always represent the Conservation District in a professional manner. This includes at District events outside the office. They must have the ability to work independently and/or with colleagues, manage time, prioritize projects and maintain a professional business acumen.

Required Qualifications:

- Bachelor's degree preferred
- Office management and bookkeeping skills, including QuickBooks
- Write and manage grants
- Marketing and outreach for the District

Application Process:

Please send your resume, along with a cover letter and three (3) references (phone number and e-mail included) to: darci.fabus@mi.nacdnet.net. Please type "Office Administrator" in the subject line. Deadline for submission is April 30, 2018.