



# Stearns Conservation District

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Stearns Conservation District  
110 2<sup>nd</sup> Street South – Suite 128  
Waite Park, MN 56387

(320) 251-7800 ext. 3  
info@StearnsCD.org  
www.StearnsCD.org

## Join the Stearns Conservation District Team!

- Position Title:** Accounting Specialist
- Position Location:** Stearns Conservation District  
110 Second Street South, Suite 128  
Waite Park, MN 56387
- Hiring range:** \$26.10/hr to \$34.05/hr (dependent upon experience)  
Full salary range up to \$46.86/hr
- Benefits:** Full benefits package includes: Medical, dental, and vision coverage (single or family), PERA pension, and vacation/sick/holiday leave in addition to voluntary withholding opportunities for Health Savings Account (HSA), Dependent Care, 457(b) Retirement, and life insurance.
- Application Deadline:** Wednesday, March 12, 2025
- Interview Date:** Friday, March 21, 2025 (selected applicants only)
- General Description:** The SCD Accounting Specialist is responsible for ensuring the financial integrity of the District by performing a variety of payroll, accounting, and administrative functions.

**Minimum Qualifications:** The Accounting Specialist must possess a minimum of two-year vocational certificate or comparable post-secondary education in accounting or related field of study, or equivalent work experience. Other qualifications include, but may not be limited to:

- Working knowledge of accounting and financial processes
- Ability to communicate clearly in both oral and written forms
- Self-motivated: able to work with minimal supervision in a team environment
- Valid Driver's License and ability to pass USDA security background check.

### Preferred Qualifications

- Two years related, professional work experience
- QuickBooks (Desktop Enterprise version)
- MS Office expertise in Word and Excel
- Organizational skills and detail-oriented
- Registered notary
- Understanding of conservation, agriculture, natural resources, local government, and related issues

## Duties and Responsibilities

- SCD Bookkeeping and Financial Management
  - Process claims and make payments to vendors according to established SCD procedures.
  - Prepare invoices and record receipts of funds received.
  - Complete bank reconciliations each month.
  - Prepare reports for management and Board on receipts and disbursements.
  - Complete other bookkeeping and financial management tasks as directed by manager.
- SCD Payroll and Reporting
  - Process employee timesheets for work hours, leave hours, and accrued balances.
  - Update employee wage rates, tax and benefit withholdings, and direct deposit information as needed.
  - Process regular and severance payroll.
  - Prepare quarterly IRS 941s, MN Revenue reports, and MN Unemployment reports.
  - Prepare year-end W2s, 1099s, and other tax compliance forms.
  - Complete other payroll and reporting tasks as directed by manager.
- Grants and Tracking
  - Track expenditures for grant programs and other reimbursements.
  - Submit financial reports to granting agencies as directed.
  - Complete other grants and tracking tasks as directed by manager.
- Partner Entity Fiscal Responsibilities
  - Provide ongoing financial support services to the West Central Technical Service Area, including summaries, invoices, and monthly claims.
  - Provide ongoing financial support services to the Mississippi River – St Cloud Entity, including claims and balance tracking.
  - Complete other partner entity fiscal responsibility tasks as directed by manager.
- Secondary duties include: reception, notary, grant writing and reporting, and assistance with outreach events.
- Other duties as directed or apparent.

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's approved work schedule is required for all positions.

**Working Environment:** Work is performed in an office setting approximately 95% of the time and 5% out in the field.

**Who we are:** The Stearns Conservation District (SCD) is a special purpose government agency that covers Stearns County. Our mission is to support voluntary conservation actions to preserve and enhance Stearns County's natural resources. An elected board of five supervisors provides SCD's vision and direction for a team of 22 professionals. We are co-located with the USDA Natural Resources Conservation Service in Waite Park, Minnesota.

**About Stearns County:** Stearns County includes a very diverse range of natural resources, soils, and geology, from the forested areas around Avon, to the dairy farms around Melrose, to prairies of Belgrade, to the granite quarries near Cold Spring. There are over 300 lakes, and the County borders the Mississippi River on the east. Agriculture lead the economy with a strong dairy and poultry production base. There are also several colleges including St. Cloud State University and College of Saint Benedict and St. John's University. Stearns County offers a unique blend of rural charm and growing communities, with beautiful lakes, abundant outdoor recreation, and a strong sense of community spirit. It's a perfect place to raise a family, live an active lifestyle, and make a lasting difference for the environment.

**Stearns CD work culture:** We are mission-driven team. We believe in hiring passionate and talented people, guiding them to succeed and providing resources needed to grow.

**We offer:** A commitment to maintain competitive wages and benefits; Mentorship from a diverse and award-winning team; Diversity: natural resources, land use, social, demographics, and political; A culture of excellence, innovation, and teamwork; Opportunities for remote work when well-suited to the position, season and task.

**Apply now by submitting to [StearnsCD.HR@gmail.com](mailto:StearnsCD.HR@gmail.com) (or the address listed below):**

- 1) Letter of interest
- 2) Resume
- 3) Transcript(s)
- 4) Stearns Conservation District "Application for Employment"

Stearns Conservation District  
Attn: Human Resources  
110 2nd Street South, Suite 128  
Waite Park, Minnesota 56387

Application form available by visiting <http://www.StearnsCD.org> or by calling 320-251-7800 ext. 3.

**Equal Employment Opportunity:** Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, or age.