

Job Opportunity: Business Manager

San Juan Soil & Water Conservation District is looking for qualified, interested individuals to apply for the position of Business Manager. This position is primarily responsible for keeping daily operations running smoothly, maintaining organized and accurate financial records, and ensuring District compliance with state and federal law. Pay depending on experience. This position reports to the District Coordinator.

District Operations

1. Responsible for daily administration of District business transactions and financial records, including compiling and distributing checks for accounts payable. Maintains both electronic and paper files/records in a neat and orderly fashion according to established systems.
2. Prepares financial reports in conjunction with the District Treasurer and District Coordinator, including annual budget, monthly financial reports to board, quarterly financial reports to NM Department of Finance & Administration (DFA), and reports to auditors and granting agencies.
3. Responsible for payroll for all employees, including reporting requirements for monthly and quarterly payroll taxes. Maintains employee files and time and attendance reports.
4. Attend all District board and committee meetings. Takes & distributes minutes. Maintains records of meeting announcements, agendas, and minutes in the district office and on the district website.
5. Works with District Coordinator to prepare annual budget for review and approval by the district board. Tracks budgets for SWCD board and staff monthly.
6. Performs receptionist duties such as answering the phone, taking messages, and greeting the public. Maintains a working knowledge of programs offered by SWCD and the co-housed USDA agencies to assist the public. Will perform other related duties as assigned.
7. Ensure proper maintenance of District computers and software programs, maintains property list and adequate office supplies, keeps records on district rental equipment.
8. Prepares legal notices for publication for annual elections and aids during board election process. Ensure SWCD board compliance with Open Meetings Act.
9. Types and edits correspondence, district newsletter, web articles, and various other material necessary for the operation of the office.

District Programs

1. Assist the District Coordinator to track all receivables and expenditure on each grant managed by the SWCD; provide status reports on current funding balances of grants. Submits reimbursement requests to granting agencies.

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2. Assists in writing new applications for grant funding as needed. Compiles and submits documentation as requested by the Soil and Water Conservation Commission, NM Department of Agriculture, and San Juan County for current funding requirements.
 3. Works with District Coordinator to ensure compliance with state procurement code. This includes purchasing actions, hiring of contractors, managing invitations to bid (ITB) and requests for proposals (RFPs). Depending on applicant's experience this may require passing test to become a Certified Procurement Officer.
 4. Manages applications, acceptance letters, and payments for the district's invasive weed cost-share program, Carl Chamblee scholarship, and District equipment rental.
 5. Coordinates and facilitates District Annual Meeting and awards dinner, and other public outreach events as needed.
 6. Attends pertinent annual trainings by DFA, State Auditor's Office, NM Department of Agriculture, NMACD, etc. Keeps supervisors abreast of state laws and procedures that affect District operations.
 7. Will assist in the implementation and administration of District programs as directed by the District Coordinator or the SWCD board. This may include educational presentations, invasive weed inventory, project field inspections, and attending partnership meetings.

Desired Qualifications

- Bachelor's or associate Degree is desired, but work experience may be substituted for education.
- Experienced in accounting/bookkeeping methods. Must have experience using QuickBooks and Microsoft Excel
- Highly organized. Able to prioritize, problem-solve, and multi-task in a variable work environment.
- Knowledge of computer operations and procedures, Windows, Microsoft Word, PowerPoint, and related software programs. Experience with ArcGIS and WordPress are a plus.
- Professional and friendly demeanor in collaborating with partners and the public. Effective communication skills, both oral and written.
- Knowledge of Soil & Water Conservation District operations requirements, experience working with local, state, and federal government.
- Elevated level of integrity and personal accountability.
- Some experience with grant-writing, grant management, contracting, or procurement is a plus.
- Experience in conservation, agriculture, or natural resource management is a plus.
- Ability to supervise future employees and volunteers.
- Office is co-located with federal agencies; applicants must be able to pass a USDA background check.
- "Ambitious person" attitude and a desire to grow District programs, find creative

solutions to improve workflow and efficiency, further the mission of the district, and make a positive difference in our corner of the world.

This is a full-time position and will require a combination of office work and time doing outside activities; incumbent must have physical abilities to complete the required tasks. Travel may be required (less than 10% of the time). All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe, healthful, and professional manner and will be of a nature to reflect favorably on the San Juan Soil & Water Conservation District.