



# TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 530.543.1501 PH 530.543.1660 FAX TahoeRCD.org

## Grants Assistant

- Position** Grants Assistant
- Location** South Lake Tahoe, California
- Salary** \$15.00 – 18.00 per hour (depending on experience)
- Duration** Year Round – 20 hours a week

### Job Description

As a staff member of the Tahoe Resource Conservation District (Tahoe RCD) and working under the direction of the Grant Manager, the Grants Assistant will be responsible for maintaining grant files and assisting with the compilation of invoices for submittal to funding agencies.

Work is performed in the Tahoe RCD office, which can involve long hours and extended periods at a desk. Frequent interruptions to planned work activities will occur.

The position is considered 'at will' and is a year-round, part-time, exempt employee and is a 1 year term with the possibility of extension based on available funding.

### Specific Job Description

- o Compile invoices for funders
- o Reconcile invoices to QuickBooks
- o Track submittals of grant deliverables
- o Track deadlines and due dates for multiple grant projects
- o Ensure insurance certificates for projects are up to date
- o Maintain digital and hard copy grant files
- o Other duties as directed by the Grant Manager

### Qualifications and Abilities

- o Knowledge and experience with bookkeeping and generally accepted principles accounting; government accounting experience is desirable
- o Highly organized and detail oriented
- o Computer skills including knowledge of QuickBooks, Microsoft Word, Excel and PowerPoint
- o Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of the District
- o Two years related work experience and a strong interest in providing high quality administrative support to a professional team
- o Bachelor's degree in Accounting or Business Administration preferred, but not required

### Additional Requirements

Work is performed at a desk (90%) and in the greater office (10%). Office environment has natural and artificial lighting. Frequent interruptions to planned work activities will occur. Position will require flexible work hours when

needed (occasional evenings and weekends). Incumbent may be required to use personal vehicle for work duties. District will reimburse mileage at the federal rate.

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to lift and carry up to 20 to 40 lbs and ability to sit (90%), walk (5%) and stand (5%) for intermittent periods of time and on a frequent basis; occasional bending, kneeling, squatting, reaching overhead, stretching, and climbing stairs; strength, dexterity; coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

Must possess a valid California or Nevada Class "C" driver's license and show evidence of a favorable driving record. A DMV printout may be required prior to employment. Must comply with Federal, State and local regulations and practices related to Equal Opportunity, sexual harassment, and a drug-free workplace.

### **Please Note**

All positions are contingent upon funding and workload requirements.

### **How to Apply**

Please submit resume and cover letter to Tori Walton: [twalton@tahoercd.org](mailto:twalton@tahoercd.org). Write as a subject heading "Grants Assistant- INSERT YOUR NAME". Applications are accepted via email only.

### **Final Filing Date**

Position is open until filled.

**TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**