

**BITTERROOT CONSERVATION DISTRICT  
ADMINISTRATIVE ASSISTANT  
Job Announcement  
1709 North First Street  
Hamilton, MT 59840**

**POSITION:**

Full Time Administrative Assistant.

**WAGE:**

Starting at \$21.23 per hour. Benefits include annual, holiday, and sick leave, along with a monthly health savings stipend and retirement.

**JOB QUALIFICATIONS:**

**Education and Experience:**

- High School diploma/GED.
- One year's experience in an office setting.

**Knowledge:** This position requires a knowledge of basic conservation practices and resources; basic grant management; proficient in preparing quarterly taxes and reports, basic accounting procedures, proficient in the use of software and office equipment.

**Preferred Knowledge:**

- Proficient in the use of QuickBooks.
- Proficient in the use of WordPress website design.
- Proficient in the use of Microsoft Office Suite.
- Accounting experience.

**Skills:** Work effectively with the general public offering positive customer service; establish effective working relationships with fellow employees; ability to work from the office; assist in the field; be organized; be self-motivated; prioritize tasks; maintain confidentiality; maintain accurate records; communicate effectively orally and in writing; follow verbal and written instructions; apply bookkeeping skills; effectively use office and field equipment; proficient in the use of software programs; must keep accurate timesheets; have the ability to work after business hours every second and last Tuesday of the month; ability to attend local and state meetings; must have an automobile, proof of auto insurance, and a current Montana driver's license; be able to lift 40 pounds.

**APPLICATION PROCESS:**

Submit a cover letter and resume addressed to the Bitterroot Conservation District Board  
1709 N. 1<sup>st</sup> Street, Hamilton, MT 59840.