



## **Iowa Valley Resource Conservation & Development**

### **Part time, At-Will Position – Office Assistant**

The Office Assistant brings administrative expertise and excellent customer service to Iowa Valley RC&D.

The Office Assistant provides financial management, accounting, project tracking, and reporting support for the organization. This position does recordkeeping for local, state, national, private and public grants. This position supports scheduling, invoicing, and payroll. This position leads the preparation for third-party audits and evaluates systems for efficiency and files for completeness. This position works with confidential information. This position participates, as needed, in special projects.

The Office Assistant position is responsible for the organization and appearance of the office environment. Also responsible for providing arrangements for office meetings, supervising the maintenance and tracking of office equipment, purchasing office supplies and equipment. It is expected that the Office Assistant will collaborate and exhibit professionalism when interacting with project partners, funders, volunteers, and the general public.

The Office Assistant reports to the Deputy Director. This position assists with other duties and projects as assigned.

This is a part-time position (16-20 hrs/week) located at the Iowa Valley RC&D office (920 48<sup>th</sup> Avenue, Amana, Iowa 52203). This position must possess and maintain a valid Iowa Driver's license with a satisfactory driving record. This position performs all other tasks as assigned.

### **Compensation**

\$15/hr

### **Abilities / Qualifications**

Strong communication, interpersonal, and organizational skills  
Strong work ethic  
Proficient with Microsoft Office Excel  
Proficiency in Quickbooks  
Proficiency in Marketing Automation Platforms like Mailchimp - Desirable

### **Required Education / Experience**

Minimum 2-year account degree or 5 years work experience in accounting field  
Previous experience in office administration – Desirable  
Passion for local foods and an equitable food system - Desirable

Unless Employee has entered into an express written agreement signed by an officer of the Company which explicitly alters the at-will relationship, Employee's employment relationship with the Company is at-will and it is not for any fixed term or duration. The Company may terminate Employee's employment with the Company at any time and for any reason, with or without cause or notice. Employee may terminate Employee's employment with the Company for any reason at any time. Nothing in this Agreement is intended to alter this at-will employment relationship, and such at-will employment relationship may not be modified except by an express written agreement signed by an officer of the Company and Employee.