

Finance & HR Coordinator  
Position Announcement

The Grand Traverse Conservation District (GTCD) is seeking interested applicants to serve as Finance & HR Coordinator. The position is full time, 40 hours per week. The usual work hours will be scheduled between the hours of 8:00 AM-4:30 PM M-F. Some nights and weekends will be required based on when certain events and meetings are scheduled. The Coordinator will be housed at the GTCD at 1450 Cass Rd., Traverse City, Michigan. This position is a full-time, FLSA exempt, salaried position. The annualized salary range is \$35,000 to \$41,000 commensurate with candidate's experience and education.

The Finance and Human Resource Coordinator is responsible for managing the financial and human resource aspects of the District. The Coordinator is responsible for the District's finances from day-to-day activities to payroll, taxes, internal financial reporting, year-end processing and audit preparation. The Coordinator is the lead in developing the annual budget with other department Directors and the Executive Director.

The Finance and Human Resource Coordinator is also responsible for aspects of human resource activities for the District, to include background checks, submission of new hire records, administering employee health and fringe benefits, and deferred compensation.

In addition, the Finance and Human Resource Coordinator should have knowledge and the ability to review insurance needs for the District (worker's compensation, unemployment, general liability, professional liability, D&O, etc.).

Applicants should have a four-year degree or equivalent in accounting from an accredited college or university with a minimum of four years' experience in bookkeeping or accounting and a minimum of three years' experience in human resource coordination. The applicant must be highly proficient in the use of QuickBooks accounting software, and Microsoft Office Suite, especially Excel Spreadsheets. Applicants should be well organized, with attention to detail. A successful background check is required. For a full position description, visit: [www.natureiscalling.org](http://www.natureiscalling.org)

**Application Deadline:** Monday, September 18, 2017 by 5:00pm or until position is filled. Submit a cover letter stating your suitability for the position based on knowledge and skills, along with a resume, and list of 3 professional references to Marsha Clark, Executive Director, Grand Traverse Conservation District.

E-mail: [mclark@gtcd.org](mailto:mclark@gtcd.org) or mail to: 1450 Cass Road, Traverse City, MI 49685. **Equal Opportunity Employer**