



Financial Coordinator

The Laramie County Conservation District (Lccdnet.org) is looking to hire a highly organized, detail-oriented, qualified individual to join our team and carry out the duties and responsibilities of a Financial Coordinator. The coordinator will perform a variety of tasks to manage accounts payables and receivables and oversee financial operations of the district. The coordinator will be responsible for keeping accurate records of all financial transactions of outgoing and incoming funds with all district functions and programs and ensure the financial processes are running smoothly and efficiently.

ESSENTIAL FUNCTIONS:

The listed functions are illustrative only and are not intended to describe every duty which may be required with this position.

- Maintains and tracks all financial records and transactions with the use of accounting software and other available tools
- Analyze financial data and prepare financial reports such as Profit and Loss statements monthly
- Assists in budget preparation and monitoring
- Monitors and completes all financial transactions and operating costs following district procedures and ensures accuracy with oversight on all internal controls
- Develops and oversees all accounts payable and receivable processes
- Develop Standard Operating Procedures to comply with financial policies and procedures
- Prepare monthly, quarterly, and annual financial reports
- Coordinates with all district programs to manage financial processes
- Communicate with the district manager and board of supervisors regarding financial discrepancies and recommend solutions providing financial guidance
- Responsible in managing and completing payroll processes and related activities to include workers compensation requirements and district health and insurance benefits
- Responsible for all banking activities and banking relationships
- Prepare and file all required financial reports with regulatory authorities
- Attend district meetings quarterly. Can attend annual state convention and Area Meeting. Attends other meetings, as directed.
- Participates in the development of the district's annual budget, annual report and annual plan of work.
- Maintain files and district databases for project and personnel record management.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in finance, accounting, or related field, or 3 years of professional experience in a financial coordinator role
- Experience with financial management software, technological knowledge and proficiency in Microsoft Office Suite, particularly Excel
- Strong interpersonal and communication skills. Comfortable with public speaking and presentations
- Strong organizational and time – management skills
- Ability to work independently and in a team environment
- Possess strong analytical and problem-solving skills
- Budget preparation and reporting
- Attention to detail and high level of accuracy
- Knowledge of financial regulations and compliance requirements
- Experience with financial audits and internal controls
- Reside in Laramie or Albany County within 6 months of hire
- Must have a valid driver's license
- Must pass a background check

SALARY RANGE:

Depending on Experience (DOE)

Benefit package includes the following:

- Comprehensive health, dental, and vision insurance
- Paid vacation, sick leave, holidays, and FMLA qualifier
- Retirement - Pension and 457B plans that help you build a secure future (WY Retirement System)
- Flexible schedules and work-life balance options
- Meaningful work that makes a difference for Wyoming communities

TO APPLY:

Please submit a letter of interest, current resume, and two (2) letters of reference with contact information to info@lccdnet.org or mail/hand deliver to 1923 Whitney Road, Cheyenne, Wyoming 82007. Position to remain open until filled.

**THE LARAMIE COUNTY CONSERVATION DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER.**