

Two Rivers Watershed District

In Roseau, Kittson, & Marshall Counties



*Providing Flood Control,
Drainage, & Water Quality
Solutions Since 1957*

410 5th Street S., Suite 112, Hallock, MN 56728 - Phone (218) 843-3333 - Email: dan.money@tworiverswd.com - Website: www.tworiverswd.com

Help Wanted

The Two Rivers Watershed District in Hallock, MN is seeking applications for the position of Administrative Assistant.

Applicant should possess knowledge of general bookkeeping, office practices and common software programs (Word, Quickbooks, Excel). Basic duties include accounting, payroll, reconciliation, grant management & reporting, filing, scanning, and general office duties involving word processing, databases, and working with the public.

A high school diploma is required as a minimum qualification. An associate's or higher degree or comparable experience in a related field is preferred. This is a part time 16 hour per week position. Beginning wages between \$18 - \$25 per hour commensurate upon knowledge, skills and abilities. Benefits include sick and safe time and pension as required by Minnesota law.

Send cover letter, resume and references: District Administrator, Two Rivers Watershed District, 410 S 5th Street, Suite 112, Hallock MN 56728. Call 218-843-3333 or email dan.money@tworiverswd.com for complete job description. This position will remain open until filled.