

Two Rivers Watershed District

In Roseau, Kittson, & Marshall Counties



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

*Board of Managers: President-Rick Sikorski, Vice President-Roger Anderson, Secretary-Daryl Klegstad, Treasurer-Gerald Olsonawski, Manager-Bruce Anderson, Manager-Scott Klein, Manager-Mark Langehaug
Staff: Dan Money, District Administrator; Tyler Coffield, District Technician*

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

December 15, 20233

Help Wanted

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

Knowledge of general bookkeeping and office practices required. Basic duties include accounting, payroll, reconciliation, grant management & reporting, filing, scanning, and general office duties involving word processing, databases, and working with the public.

Applicants should possess at a minimum a high school diploma. An associate's degree or higher is preferred, or comparable experience in clerical, bookkeeping, accounting, or related field. This is a part time 20 hour per week position. Beginning wages between \$18 - \$25 per hour commensurate upon knowledge, skills and abilities. Benefits include sick & safe time and pension as required by MN 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.