

Mid-Snake RC&D Administrator Scope of Work

This position is an independent contractor with:

Mid-Snake RC&D Council, Inc

PO Box 5156

Twin Falls, ID 83303-5156

To apply, please direct resumes and inquiries to Rachel Osterhoudt at ewcswcd@gmail.com.

This is a contract position, there is no insurance or Workers Compensation; a 1099 is issued by the Council for income-reporting purposes by Contractor.

Contractor is also responsible for:

Computer

Computer software; including Quickbooks for the purpose of fulfilling tasks for the Mid-Snake RC&D.

Certificate of insurance to the Council for the purpose of professional liability

Any supplies or equipment necessary to fulfill the duties of the position

Description of Contract Deliverables:

The Administrator is the Point of Contact for the Mid-Snake RC&D Council and in this role will adhere to the By-Laws of the organization provide the following services:

- Managing the financial and business matters for the Council to include:
 - Accounts receivable and payable
 - Bank Account reconciliation
 - Financial reports to Council and other entities as required
 - Reporting requirements required by all project/program agencies.
 - Assist/provide information to program managers as needed
 - Coordinate with accountant and provide all pertinent information for the preparation of Form 990 and Council financial statements
 - Adhere to accounting procedures to assure proper back-up of all financial transactions
 - Adhere to proper practices when filing and storing of financial records.
- Provide information to accountant for the preparation of 1099's for contractors.
- Provide appropriate tax forms to requesting entities
- File Annual Secretary of State Report
- Communicate with Council regarding all financial processes and transactions
- Manage insurance coverage of Council: quotes, renewals, payments and claims
- Collect annual assessments to Council

Manage Council matters to include and not limited to:

- Notice of meetings, preparation and distribution of agenda, meeting minutes and financial reports.
- Physical requirements for meetings – room arrangements, lunch and any other task required
- Take/ prepare Council meeting minutes for Secretary-Treasurer to review/approve
 - Coordinate election of Council officers per requirements of Council By-Laws
 - Assistance to Program managers
 - Tasks and follow-up actions as designated by Council

- Council correspondence