



Accounting Assistant

Permanent and full-time (36 hours per week) with flexible work hours

\$45,000 – 55,000 per year

A competitive benefits package

Priority Application Deadline: January 15, 2026

Thurston Conservation District seeks an energetic team-player who is highly organized, thorough and detail oriented with strong math, analysis and computer skills.

POSITION DESCRIPTION

The Accounting Assistant works directly with the Senior Accountant to record, process and report on the District's finances and budgets. The Accounting Assistant is responsible for the administrative, clerical and data-entry activities related to accounts payables and receivables, grant invoicing, financial reporting, and budgeting.

This position requires frequent work with Quickbooks, Excel and SmartSheet. On-the-job training is available for these specific software applications. It is important that the candidate be comfortable with computers, sees the value of learning these applications and is willing to put in the effort to learn quickly.

PRINCIPAL RESPONSIBILITIES

The Accounting Assistant supports the Senior Accountant with monthly accounting and budgeting activities and special projects, including:

- Manage the purchase order approval process
- Enter bills and credit card transactions into Quickbooks and prepare monthly payment report
- Process check runs and bank deposits
- Collect and archive staff timesheets
- Compile grant invoices with supporting documentation
- Calculate staff salary and overhead allocation data by grant in Smartsheet
- Enter staff salary and overhead journal entries in Quickbooks
- Enter grant budget and actual data in Smartsheet

MINIMUM QUALIFICATIONS

- High school diploma
- One year of accounting or bookkeeping education or experience
- A proactive learner with keen interest in bookkeeping and accounting, and a strong willingness to learn
- Demonstrated skills and ability to work effectively in a team environment with a wide range of individuals – enjoys collaborative teamwork
- Strong data entry and proof-reading skills and an ability to produce high quality work
- Places a high value on honesty and confidentiality
- Proficient in Microsoft Office and Outlook suite software
- Skilled at meeting the deadlines of multiple projects and work activities with minimum supervision

ADDITIONAL PREFERRED QUALIFICATIONS

- Associates or Bachelor's degree in Accounting, Public Policy or Business Administration
- Experience in office-based work

- Proficient in Quickbooks and Excel

EQUAL OPPORTUNITY EMPLOYER:

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. We strive to hire great people from a wide variety of backgrounds. Having a diverse workforce is the District's greatest resource of strength and knowledge. We are committed to building a diverse and inclusive workplace for everyone. All qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

SCHEDULE & WORKING CONDITIONS:

This position is permanent, overtime non-exempt, and full-time (36 hours per week) with flexible work hours. Local and out-of-town travel, occasional evening and weekend hours are possible. TCD offers a hybrid work environment where office work may be performed at home or at TCD's head office.

This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing.

COMPENSATION AND BENEFITS

This full-time entry-level position is budgeted for an annual salary between \$45,000 and \$55,000, depending on the applicant's qualifications. The Thurston Conservation District observes seventeen (17) paid holidays (including 6 personal holidays). Employees accrue sick and vacation leave. The District offers medical, dental, vision and life insurance coverage for employees and dependents. Participation in regular professional development opportunities are strongly encouraged and supported – including tuition reimbursement. Thurston CD employees participate in [Public Employees Retirement System \(PERS\)](#). Staff also have access to an additional voluntary retirement savings program within the State of Washington's Department of Retirement Systems. This position is represented by the Washington Federation of State Employees, AFSCME Council 2.

TO APPLY

This position is open until it is filled. The priority application deadline is January 15, 2026. Applications are reviewed upon receipt and interviews may begin prior to the application deadline. Please include the following in your application package:

1. Resume
2. Cover letter
3. Three (3) professional/educational references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to the Conservation District team. Your cover letter is not to exceed one page.

Send electronically (please no paper copies) to: job-applications@thurstoncd.com

In the subject line, please include: Accounting Assistant – YOUR NAME.

**We sincerely thank you for your interest in joining the
Thurston Conservation District team!**