

## **Three Sisters Irrigation District Financial Administrative Manager**

### **Position Statement:**

Three Sisters Irrigation District (TSID or District) is actively recruiting for the position of Financial Administrative Manager. Under management direction, the Financial aspect will oversee the District's financial data and compliance by maintaining accurate books on accounts payable and receivable, collections and liens, payroll and taxes, daily financial entries, and account reconciliations. Perform accounting tasks such as monthly financial reporting, general ledger entries and adjustments, grant assistance and reporting, and general accounting duties. Also includes scheduling power on a daily basis for the three Hydroelectric plants. The administrative aspect will oversee office operations including answering phones, direct messages as appropriate, greet/assist office visitors, follow up on correspondence and assist with other duties as required and directed by the Board of Directors.

We are seeking the right financial/administrative person to effectively manage these resources moving forward. This position will report directly to the TSID Board of Directors.

### **About TSID:**

TSID's mission is to effectively and efficiently serve the current and future irrigation needs of our patrons by economically operating and maintaining the districts resources with honesty and integrity. Situated east of the Cascade foothills in an area running northeast from Whychus Creek (a tributary of the Deschutes River), through the Cloverdale area, and down McKenzie Canyon to Lower Bridge, Three Sisters Irrigation District provides irrigation water to 196 patrons on 7572 acres of land owned by farming and ranching interests in Deschutes and Jefferson Counties. The District operates 3 hydroelectric plants, 2 reservoirs, and 63 out of 65 miles of pressurized pipelines. TSID is completing an extensive district-wide irrigation modernization project consisting of over \$50 million dollars of installed capital improvements.

### **Qualifications must include:**

Quickbooks desktop and online 4-5 years

Knowledge of PC Windows OS

Proficiency in Microsoft Office to include: Extensive excel, word, power point and outlook programs

Excellent organization skills

Able to work independently and as a team

### **The District offers a benefits package that includes:**

- Salary starting at \$58,240-\$66,560 depending on experience)
- Paid vacation after one year
- Sick leave & 10 holidays
- Medical and Vision Benefits after 90 days

### **Work Schedule:**

Monday – Friday 8 am – 5 pm

In office location outside of Sisters

Full-time 40 hours

Position is open until filled.

Send cover letter and resume describing experience to  
TSID, PO Box 2230, Sisters, OR 97759  
or by email to  
[admin1@tsidweb.org](mailto:admin1@tsidweb.org)