



Petroleum County Conservation District

P.O. Box 118, Winnett, MT 59087-0118

406-429-6646 ext. 104

petroleumcd@macdnet.org

Local Common Sense Conservation

www.petroleumcd.org

Laura Kiehl – Chairman, Rodney Rowton, Vice-Chairman, Brenda Brady –Treasurer/Secretary,
Ralph Corbett - Supervisor, Jay King – Supervisor, Butch Arthur – Urban Supervisor, Tye Lund- Supervisor

JOB ANNOUNCEMENT

The Petroleum County Conservation District is seeking a **Fiscal Manager** for 10 hours a week. Duties include providing quarterly tax reports for unemployment, IRS, and Department of Revenue, payroll and related reports, writing checks, recording deposits, budgeting, grant and financial reports. A background in bookkeeping and knowledge of QuickBooks software is a must. The Fiscal Manager will represent the PCCD in an audit, manage insurance, and keep and maintain personnel files.

The Petroleum County Conservation District offers a starting wage of \$18.00- 24.00 per hour DOE. Benefits include paid sick, annual and holiday leave. A contract position may be considered.

To apply please send a letter of intent and resume with references to petroleumcd@macdnet.org by 5 pm on Feb 20th, 2026. Applications will be reviewed as submitted and the position will remain open until filled. A full copy of the job description can be obtained by contacting the Conservation District Office at the email above or on their website at www.petroleumcd.org.

Contact PCCD Chairman Laura Kiehl at 406-366-2120 with questions.