



## Petroleum County Conservation District

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*Local Common Sense Conservation*

[www.petroleumcd.org](http://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](mailto:petroleumcd@macdnet.org) by 5 pm on Feb 20<sup>th</sup>, 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](http://www.petroleumcd.org).

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



**PETROLEUM COUNTY CONSERVATION DISTRICT  
Fiscal Manager  
2-10-2026**

**Objective:** The Fiscal Manager will provide the following duties, but not limited to this list, for the Petroleum County Conservation District(PCCD), in cooperation with the PCCD Administrator, the Missouri River Conservation District Council, and the PCCD entities:

**1. General Accounting Duties**

- a. Monitors and assists with or creates program budgets
- b. Overall responsibility for data entry into accounting system and integrity of accounting system data, representing PCCD if audited
- c. Processes invoices and prepares checks for signature
- d. Makes bank deposits
- e. Processes payroll and is responsible for all personnel files
- f. Maintains general ledger
- g. Manages cash flow and petty cash funds
- h. Prepares monthly and year-end financial reports
- i. Prepares quarterly tax reports
- j. Prepares year-end payroll and vendor tax statements
- k. Mails vendor checks
- l. Manages Accounts Receivable
- m. Receives all incoming accounting department mail
- n. Prepare or assist with invoices and financial reports for grant reporting
- o. Works with PCCD Treasurer to reconcile PCCD and MRCDC bank statements
- p. Manages Insurance

**2. Missouri River Conservation District Council(MRCDC) Accounting Duties**

- a. Conduct monthly payroll and bill payment
- b. Prepare the monthly, quarterly, and annual financial reports
- c. Maintain the MRCDC checking and savings accounts.
- d. Provide quarterly invoices with backup to Montana DNRC
- e. Prepare invoices and financial reports for other grants the council may receive.
- f. Maintains the council car information