*Rural Community Assistance Corporation*

**Job Description**

***Rural Development Specialist – Financial***

*(Oregon/Washington)*

**Classification:** *Grade 10* **Department:** *Community and**Environmental Services*

**Status:** *Exempt* **Supervisor:** *Regional Environmental Manager*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources, and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board are working to make our dream of vibrant, healthy, and enduring rural communities a reality across the West.

**Community and Environment Department**

RCAC’s environmental staff work with water, wastewater, and solid waste systems in rural areas to assist utilities and communities in achieving long-term sustainability. RCAC works with a volunteer board of directors and small system staff to ensure compliance with state and federal regulations and to understand system finances and operations. Outcomes of RCAC’s work include: system regulatory compliance; access of resources for capital improvement projects; as well as, capacity building of boards and staff on technical, financial and managerial best practices.

**Position Description**

This position will provide virtual and on-site training and technical assistance to mostly very small and rural water and wastewater utilities, whether owned and operated by Tribal entities, small towns, homeowner’s associations, mobile home parks, or other non-profit or for-profit entities. Work experience in a utility administrative position is highly desirable. Rural Development Specialists work with small systems staff to help them:

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and Responsibilities include but are not limited to:**

* Assist clients to improve all aspects of technical operations (treatment and delivery of drinking water/collection and treatment of wastewater)
* Conducting Technical Managerial and Financial assessments for water and wastewater systems, nonprofit organizations and small government agencies.
* Help clients comply with Federal and State regulations
* Assist clients to create and track budgets
* Evaluate and set user rates
* Inventory assets and create asset management plans
* Assist clients to finance capital projects
* Determine community demographics for project funding purposes, and
* Help clients improve in other Technical, Managerial and Financial areas

**Skills and Qualifications.**

* Familiarity with budget practices
* Understanding of generally accepted accounting principles
* Facilitation, mediation and meet management skills
* Familiarity with rural and tribal community culture and social norms
* Ability to troubleshoot, innovate and problem-solve
* Proficiency with personal computers including Microsoft Office
* Ability to complete administrative and reporting requirements on time
* Ability to listen effectively and communicate, verbally and in writing
* Ability to work independently and in team environments, and to effectively prioritize multiple tasks

The preferred location for this position is Washington or Oregon, but other locations may be considered.

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires the ability to operate computers and various pieces of office equipment, including the telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position.

A typical qualifying combination would be:

Experience:

* Three years of related experience in nonprofit or small government accounting or utility administrative positions.
* Experience in environmental project management, water or wastewater facilities management or related field (a higher level of related education may be substituted for experience).

Education:

* Bachelor’s degree (additional qualifying experience may be substituted for education).

**Special Requirements:**

Complete course work and pass associated test(s) for 11 core competency courses and achieve internal trainer certification within two years of the date of hire, as required by RCAC’s environmental staff competencies program

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*