





**CLFLWD**  
WATERSHED DISTRICT

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44 Lake St. South, Suite A  
Forest Lake, MN 55025 

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## Position Announcement: Office Manager

The Comfort Lake–Forest Lake Watershed District has an opening for an Office Manager. This is a full-time, permanent position within a small collaborative office. This position will have a variety of primary and cross-functional secondary responsibilities ranging from preparing meeting materials for the Board of Managers to supporting the District’s programs.

The focus of this position will be providing support to the District Administrator, Board of Managers, and general staff with regard to the District’s administrative needs. The primary responsibility of this position will be providing executive leadership support, administrative and office management, and maintaining the District’s internal filing system. Primary responsibilities may also include completing standard accounting tasks such as preparing the monthly accounts payable spreadsheet, compiling audit materials, and maintaining an up-to-date chart of accounts.

Please review the position description for minimum requirements.

Call 651-395-5852 or email [beth.carreno@clflwd.org](mailto:beth.carreno@clflwd.org) for additional information. If interested, please submit completed application and cover letter to [beth.carreno@clflwd.org](mailto:beth.carreno@clflwd.org). Initial review of applications will begin October 25<sup>th</sup>, and the position will remain open until filled. Interested individuals are encouraged to apply before October 25<sup>th</sup>.

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Board of Managers

Steve Schmaltz, President · Christopher Loth, Vice President  
Jackie Anderson, Treasurer · Douglas Toavs, Assistant Treasurer · Dave Bakke, Secretary