

SECRETARY/TREASURER TO THE SOIL & WATER CONSERVATION DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing the clerical, secretarial and financial record keeping of the Broome County Soil and Water Conservation District. The work is performed under the direct supervision of the District's Board of Directors/Chairman, with leeway allowed for the exercise of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs accounts receivable and accounts payable duties as per the New York State Uniform System of Accounts;

Reconciles the District's monthly bank statements and performs all financial transfers of funds;

Prepares a monthly report of the District's expenditures, posts monthly ledgers and trial balances;

Prepares the District's year-end financial report for the State Comptroller;

Prepares payroll for the District's employees and maintains payroll ledger, leave records and other personnel files and reports;

Submits payroll taxes withheld from the District's employees as well as the payroll reports to the Internal Revenue Service, the New York State Department of Taxation and Finance, and the Social Security Administration;

Performs the administration and financial record keeping for the District's two annual fish stocking programs, the annual tree and shrub program and all other District programs;

Performs the administration and financial record keeping for the ENVIROTHON Education Program;

Maintains the District's files according to the State Educational Department's policies and procedures;

Maintains the USDA/Natural Resource Conservation Service files, manuals, handbooks and informational bulletins according to USDA/NRCS procedures;

Performs typing, receptionist and related clerical duties for the District as well as the USDA/NRCS;

Maintains inventory control on resale items;

Attends meetings, records minutes and maintains a permanent record book for the District's board meetings;

Maintains active mailing lists of landowners, organizations and other cooperating agencies;

Assists with the packaging and distribution of the District's tree program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of preparing and maintaining financial accounts and records;
Good knowledge of the laws, regulations, policies and procedures as they relate to the District's financial record keeping;
Good knowledge of office terminology and equipment;
Ability to operate a personal computer and adapt the associated software to the District's needs;
Ability to type accurately at a reasonable rate of speed;
Ability to maintain a variety of records and reports;
Ability to follow and carry out both written and oral instructions;
Ability to communicate effectively, both orally and in writing;
Must be bondable.
Good organizational and time management skills;
Tact;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State college or university an Associate's Degree in Business or closely related field and two years of experience in preparing and maintaining financial accounts and records; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of experience in preparing and maintaining financial accounts and records; OR
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.

R719 10/19/00

EXEMPT