

Secretary Vacancy Announcement

DISTINGUISHING FEATURES OF THE CLASS: This position is appointed by the Board of Directors of the Essex County Soil & Water Conservation District (SWCD) and serves as the administrative and financial coordinator. An employee in this class must serve at the pleasure of the Board, and must coordinate office administrative duties for the District. Work as Treasurer is under the direction of the Board of Directors and work with office administration is under the supervision of the District Manager.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thoroughly understands general office procedure; skilled in accounting procedure; proficient in the use of QuickBooks accounting software; ability to communicate with public; ability to coordinate two or more activities concurrently; willing to take initiative to assemble and prepare information; ability to interpret complex instructions for government forms and reports.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree in Business or related field, and two years of experience in small business, municipal or office accounting and administration.
2. Graduation from high school and four years progressive experience in small business, municipal or office accounting and administration, with preference given to experience as a coordinator of administrative and financial responsibilities of an organization.

SALARY & BENEFITS:

Position is Full-Time 35 Hours Per Week. Benefits include enrollment in NY State Retirement, holidays, sick and vacation time.

TO APPLY: Send letter of application and complete Essex County application process found at essexcountyny.gov by October 7, 2022.

TYPICAL WORK ACTIVITIES:

Administrates all Essex County SWCD accounts as directed by the Board of Directors or District Manager;

Maintains all financial records to include payroll, withholding, FICA, and employee benefit plans;

Administrates all correspondence, Board meeting minutes and periodic reports;

Receives incoming calls, serves as receptionist, and channels requests for assistance, messages, and questions to appropriate staff member;

Prepares annual reports to the State Committee and Audit and Control;

Assists with the production of the annual newsletter and outreach materials;

Assists with the required reporting and budget summaries associated with grants and keeps data such as time sheets for grant reporting purposes;

Assists in all aspects of tree and shrub sale and other outreach programs as needed;

Assists in the procurement of supplies and materials;

Prepares budget material and information as requested;

Responsible for records retention and maintenance of District files;

Attends training as requested by the District Manager;

Performs other related work as needed or assigned by Essex County SWCD District Manager and/or Board of Directors.