

Secretary/Treasurer to the Soil and Water Conservation District Tompkins County

Department: Tompkins County Soil and Water Conservation Dist.

Classification: Competitive

Labor Grade: 10

Approved: 0

Revised: 08/14; 7/2023

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in business, accounting, bookkeeping or a related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in business, accounting, bookkeeping or a related field **AND** two years of experience in the maintenance of financial accounts **OR** in an office supervisory or management capacity; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of experience in the maintenance of financial accounts **OR** in an office supervisory or management capacity.

SPECIAL REQUIREMENT:

A valid New York State drivers license is required at the time of appointment and must be maintained throughout the life of employment **OR** the employee must demonstrate an alternative method of meeting the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for the clerical and financial accounting activities of the Tompkins County Soil and Water Conservation District (SWCD). The incumbent assists the District Manager in performing a variety of administrative duties and is responsible for assigned SWCD programs. This position is under the direct supervision of the District Manager and the Board of Directors. The Board of Directors forms fiscal and accounting policy and will audit the work of this individual by means of periodic (monthly/quarterly) reports and audits. Some leeway is allowed for the exercise of independent judgment when performing the duties of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Acts as the Secretary to the Board of Directors, recording and maintaining official minutes of the meetings;

Maintains the financial records of the SWCD in a manner prescribed by NYS audit and control procedures;

Performs banking processes including deposits, check writing, reconciliation and maintaining bank balances on all accounts;

Performs cost and budget analyses and other accounting tasks to aid in program efficiency and effectiveness;

Files all financial reports as required by state and federal laws;

Presents a monthly financial report to the Board of Directors;

Administers the payroll & liability payments for all employees including the maintenance of leave records and personnel reports;

Assumes responsibility for all benefit programs including keeping the Board of Directors informed of changes and making recommendations of coverage;

Serves as the official Records Management Officer for the District under State Archives & Records Administration guidelines. Maintains all SWCD records according to the District's official NYS Records Retention Schedule;

Maintains a general office inventory including supplies, files and equipment;

Maintains a neat and orderly office environment;

Performs keyboarding, reception and various secretarial duties;

Assists the District Manager in the application and management of contracts and grants;

Assists with the operating procedures of various SWCD programs including but not limited to: Tree Seedling Program, Pond Stocking Program, Agricultural Assessment, Special Projects and Grants, Public Presentations/Dinners/Tours, Envirothon;

Performs other related duties as assigned or required as a part of the duties listed above.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods used in bookkeeping and financial account and record keeping;

Skill in the use of an alphanumeric keyboard at an acceptable rate of speed;

Good knowledge of financial administration including budgeting, purchasing and reporting;

Good time management and organizational skills are required;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize complex data and prepare records and reports;

Ability to operate a computer and utilize common office and financial software programs including payroll programs, accounting programs, word processing, spreadsheets and databases;

Ability to prepare financial reports;

Ability to make decisions;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to prepare a variety of written material;

Ability to communicate effectively orally and in writing;

Ability to deal effectively and diplomatically with the public and coworkers;

Mentally alert with the ability to learn new concepts and techniques;

The employee's physical and mental condition shall be commensurate with the demands of the position;

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TYPICAL WORK ACTIVITIES:

- Acts as the Secretary to the Board of Directors, recording and maintaining official minutes of the meetings.
- Maintains the financial records of the SWCD which includes general and grant financial records.
- Files monthly and annual reports as required by state and federal laws.
- Presents a monthly financial report to the Board of Directors.
- Administers the payroll for all employees including the maintenance of leave records and personnel reports.
- Assumes responsibility for all benefit programs including keeping the Board of Directors informed of changes and making recommendation of coverage.
- Acts as the Records Management Officer; maintains all SWCD records according to the Records Retention Schedule. Maintains a general office inventory including supplies, files and equipment.
- Maintains a neat and orderly office environment.
- Performs keyboarding, reception and various secretarial duties.
- Assists with the operation and tracking procedures of various SWCD programs including but not limited to, Tree Seedling Program, Pond Stocking Program, Agricultural Assessment, Special Projects and Grants, Public Presentations, Envirothon.
- Assists the Natural Resources Conservation Service by performing administrative and clerical duties according to USDA procedures.
- Performs other related duties as assigned or required as a part of the duties listed above.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the methods used in bookkeeping and financial account and record keeping.
- Skill in the use of an alphanumeric keyboard at an acceptable rate of speed.
- Good time management and organizational skills are required.
- Ability to prepare financial reports.
- Ability to make decisions.
- Ability to prepare a variety of written material.
- Ability to communicate effectively orally and in writing.
- Mentally alert with the ability to learn new concepts and techniques.
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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