

**Vacancy Announcement for Office Manager**  
**Washington County Soil & Water Conservation District, Greenwich, NY**

Expected Start Date: November, 2012  
Classification: Exempt from Civil Service  
Annual Salary: \$28,000, commensurate with experience, 40 hour work week,  
Washington County benefits package available, NYS Retirement.  
Closing Date: 4:00 pm on October 24, 2012  
Apply with resume and cover letter to:  
Washington County SWCD, 2530 State Route 40, Greenwich, NY 12834.

The Washington County Soil & Water Conservation District is seeking a self-motivated individual, knowledgeable and experienced in accounting principles utilizing QuickBooks software. Responsibilities include, but are not limited to, maintaining accounts for projects, programs, and payroll. Knowledge of agriculture is helpful. Serves as Secretary/Assistant Treasurer to the Board of Directors. A full job description is available at [www.washingtoncountyswcd.org](http://www.washingtoncountyswcd.org), or by calling 518-692-9940, extension 3.