

# WASHINGTON COUNTY SOIL AND WATER CONSERVATION DISTRICT (SWCD)

## OFFICE MANAGER POSITION DESCRIPTION

### GENERAL STATEMENT OF DUTIES:

This is an administrative position, with the main responsibility being maintaining SWCD financial records using QuickBooks software, including payroll and online reporting of payroll liabilities, as well as assisting the District Manager in carrying out the SWCD's natural resources conservation programs, including grant administration. The Office Manager schedules and monitors her/his own workload, but is responsible to the District Manager and the Board of Directors at all times. Is appointed Assistant Treasurer and Secretary to the Board of Directors, and performs all financial and secretarial duties for that Board. This position is bonded through the SWCD's insurance agent, and has a six-month probation period.

### DUTIES AND PERCENTAGES OF TIME:

- 35% Issues all checks, including for payroll and operational costs. Responsible for electronic transmission of federal and state tax withholdings and NYS retirement payments. Keeps accurate accounting records, and is responsible for leave records and benefits. Prepares monthly Treasurer's reports for approval by the Board of Directors. Files monthly, quarterly and annual payroll and benefits reports and payments as required by New York State and the federal government.
- 25% Overall administrator of SWCD program accounts, such as county appropriation, state reimbursement, several separate and diverse earned income programs, and special project grant funds. This includes preparing annual budget material for presentation to the Board of Directors and the Washington County Board of Supervisors. Responsible for all necessary administrative reports, as required under District Law and/or Memorandums of Understanding.
- 25% Responsible for all general office work, including receptionist duties, clerical, filing, and overall organization of the office. Handles administrative obligations of USDA-NRCS, as outlined in the Operational Agreement. Provides clerical and organizational support to SWCD technical staff.
- 10% Edits and distributes newsletters and news releases. Attends all Board of Director meetings and records minutes. As an officer of the SWCD Board, acts as liaison to provide coordination between agencies and SWCD programs.
- 5% Keeps professional skills current by attending training sessions offered by the NYS Soil & Water Conservation Committee, Employees' Association, Regional Clerks Forum, NYS Archives, and others offered at the County level.

*(OVER)*

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- This position carries a one-year probation period.
- Self-motivated, dependable and organized.
- Proficient in accounting, QuickBooks, word processing and spreadsheets.
- As financial coordinator for the SWCD, is able to prepare budgets, financial statements and reports, payroll, and payroll deductions in a timely manner.
- Ability to assist the District Manager in administering grants, including interim reports and closeouts.
- General knowledge of agricultural and natural resource issues helpful. A background in agriculture is a plus, but not required.

## **MINIMUM QUALIFICATIONS:**

- A) Graduate of a regionally accredited or NYS registered college or university with an Associates Degree in Business Administration, or a degree in Natural Resources Management, and with one year of experience with accounting or office management, or
- B) High school graduate with three (3) years experience as an SWCD Office Manager, or
- C) High school graduate with five (5) years of experience in accounting or office management.