

SECRETARY TO THE SOIL AND WATER DISTRICT CONSERVATION BOARD

DISTINGUISHING FEATURES OF THE CLASS: This administrative position serves as an officer to the Board of Directors and is a member of an interdisciplinary team responsible for the implementation and administration of Soil and Water Conservation District (SWCD) programs. The SWCD Secretary is primarily responsible for all fiduciary and financial functions of the Soil and Water District. Work shall be performed independently and professionally. The SWCD Secretary shall report directly to and receive direction from the SWCD District Manager and SWCD Board of Directors. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Serves as an officer to the Board of Directors;

Responsible for accurately recording meeting minutes and maintaining the permanent minute book(s);

Responsible for all provisions and mandates specified by the New York State Uniform System of Accounts;

Verifies all invoices for payment prior to approval by SWCD Board;

Responsible for the payment of all invoices after approval by the SWCD Board;

Prepares monthly financial statements for the Board of Directors and SWCD District Manager;

Prepares Soil & Water Conservation District's year-end financial report for the State Comptroller;

Responsible for the reconciliation of monthly bank statements on all SWCD bank accounts and performs all financial transfer of funds;

Prepares monthly abstracts for all SWCD expenditures;

Prepares bi-weekly payroll for District employees and maintains all payroll ledgers;

Responsible for submitting payroll taxes withheld from employees to the Internal Revenue Service, NYS Department of Taxation and Finance, and the Social Security Administration;

Responsible for submitting payroll direct deposits to the appropriate banking facilities;

Responsible for the administration of the employee retirement plan and submitting employee contributions on a bi-weekly basis;

Responsible for the administration of the NYS and Local Employees' Retirement System, filing of the monthly report, and submission of employee retirement contributions;

Tracking and funding of expenditures for all SWCD grants;

Prepares W-2 forms for all SWCD employees and all related year-end reports to be submitted to the Internal Revenue Service, NYS Department of Taxation and Finance, and the Social Security Administration;

Responsible for filing reports for unemployment insurance, disability insurance and workmen's compensation;

Prepares all month-end and quarterly payroll reports for the IRS, NYS Department of Taxation and Finance, Social Security Administration and the NYS Retirement System.

Responsible for invoicing and inventory control of all resale items;

Reviews and approves all SWCD staff time sheets for accuracy and policy compliance and generates SWCD employee time sheets;

Maintains current employee personnel files;

Prepares the SWCD annual budget under the direction of the SWCD District Manager'

Responsible for the preparation of IRS 1099 form and all BMP payments;

Serves as SWCD Records Management Officer and is responsible for maintaining SWCD files according to the State Educational Department;

Provides secretarial support to SWCD District Manager;

Administers all special accounts under the direction of SWCD District Manager;

Assists SWCD District Manager in the establishment, review and maintenance of all SWCD policies, procedures and insurance policies;

Responsible for the administration and financial record keeping of the Tree and Shrub Program and Fish Program;

Maintains two (2) newsletters, Tree and Shrub and Fish Program mailing lists;

Performs related duties as assigned by the SWCD District Manager.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Through knowledge of computer software (Microsoft Excel, Word and Access programs and accounting software); thorough knowledge of the principles of accounting; thorough knowledge in preparing state and federal payroll tax reports, W-2's, 1099's and year-end tax reports. Must be able to accurately

record meeting minutes; good knowledge of modern office machines; good knowledge of the functions of local, state and federal agencies; ability to prepare financial reports; ability to communicate effectively both orally and in writing; ability to maintain a professional and cooperative working relationship with all agency and interagency staff; ability to work independently, manage workload efficiently and demonstrate accuracy, integrity, confidentiality and sound professional judgement.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with an Bachelor's Degree, or higher, in business, accounting, or related field and four (4) years of related professional experience; **OR**
- (b) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with an Associate's Degree in business, accounting, or related field and six (6) years of related professional experience.

SPECIAL REQUIREMENTS:

- 1. New York State driver's license must be maintained throughout employment.
- 2. Applicant must be bondable.

Adopted Otsego Co. CS – 4/3/95
Revised – 11/18/2016, 5/20/2022

CLASSIFICATION: Exempt