



St. Lawrence County Soil & Water Conservation District

1942 Old DeKalb Road - Canton, NY 13617
315-386-3582 (phone) ▪ conservation@slcswcd.org

Position Announcement Secretary - Treasurer

St. Lawrence County Soil & Water Conservation District is seeking an enthusiastic, self-motivated, fiscally responsible candidate for the Secretary – Treasurer position. Flexibility is being offered to interested applicants, full or part time hours can be discussed with the hiring committee (20-40 hours per week).

General Description of Position

Successful candidate will be responsible for performing receptionist, secretarial, budgetary, accounting and bookkeeping duties of a responsible and confidential nature. The position works closely with the Board of Directors and Conservation District Manager for routine administrative details. This person acts as the Assistance District Treasurer.

Duties Include, but not limited to the following (full civil service job description can be found at slcswcd.org or the QR code provided):

- Managing organizations account receivables and payables and all other bookkeeping activities of business.
- Greeting the public in person or on the phone and directing inquires to the appropriate staff person.
- Acting as the Secretary to the Board of Directors. Taking and preparing minutes of the Directors monthly Board meetings.
- Maintains Districts financial files and records.



Salary and Benefits

- \$18.00 - \$24.00 per hour commensurate with experience.
- Full (40) or part-time (20-30) hours per week are available dependent on candidate's interest, experience and agency need.
- Full-time employees would be eligible for health insurance (90% cost covered by the District), health and vision insurance. Part-time employees are eligible to enroll at their own cost.
- Vacation, sick and personal leave
- NYS Retirement enrollment, NYS Deferred Comp option enrollment.
- 12 paid Federal Holidays

Strongly desired knowledge, skills, and abilities

Experience with QuickBooks and budget preparation. Ability to compile data and prepare reports. Intermediate personal computer skills. Good verbal and interpersonal communication skills. Good organizational and time management skills. Dependable. Enthusiastic. Willingness to learn.

To Apply: Send letter of application and resume with references to Robert Andrews, St. Lawrence County Soil and Water Conservation District, 1942 Old DeKalb Road, Canton, NY 13617 or email manager@slcswcd.org by **12 noon, May 11, 2023.**

CONSERVATION – DEVELOPMENT – SELF-GOVERNMENT

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER