



Seneca County Soil and Water Conservation District
2041 U.S. Route 20, Suite 2, Seneca Falls, NY 13148
Phone: (315) 568-4366 Ext. 4 Fax: (315) 568-2414
www.senecacountyswcd.org

VACANCY ANNOUNCEMENT

FOR: Bookkeeper

LOCATION: Seneca County Soil & Water Conservation District
2041 US Rte 20 Suite #2
Seneca Falls, NY 13148

RESIDENCY: Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

- (A) Graduation from a regionally accredited college or university with a Bachelors or Associates Degree in Accounting, Business Administration, or a related field with two (2) years full-time or it's part-time equivalent experience in bookkeeping, account keeping, or financial record keeping; OR
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- Possession of a valid New York State Driver's License is required and must be maintained throughout employment.
- Must be able to work occasional evenings and / or weekends; must be able to travel overnight occasionally.
- Must be able to routinely lift at least 50 lbs as some aspects of the job are physically demanding and require strength and stamina. Physical condition commensurate with the demands of the position.
- Must be able to abide by the Personnel Policies of the Seneca County Soil & Water Conservation District.
- Must pass a background check.
- This position is provisional and will be made permanent on the selected candidate scoring in the top three of the Seneca County Civil Service examination, when offered.

SALARY: Salary range \$35,000 - \$45,000 per year but negotiable to commensurate with experience, qualifications and certifications. Full Time – 40 hours/week, with Medical Insurance, vacation, sick leave, and holidays, NYS Retirement System and Deferred Compensation Program.

DISTINGUISHING FEATURES OF THE CLASS: Manages all accounting and bookkeeping requirements of the District and is responsible for all reception, clerical and other associated duties in accordance with general and infrequent instructions. The work is performed under general supervision of the District Manager. Performs related work as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

Bookkeeping:

- Utilizes Quickbooks software for account and financial record keeping activities;
- Prepare monthly financial reports, reconciliations and abstracts for District Board and District Manager;
- Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports; and associated retirement, deferred comp and taxes as prescribed by State and Federal laws;
- Responsible for managing all benefit programs and insurance coverages;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances, renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
- Prepares complex financial or statistical summary reports;
- Monitors and oversees maintenance of a variety of accounts and prepares end of year financial reports and prepares necessary documents for annual audits;
- Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
- Verifies adjustments are made to correct allocations and issues reports as required;
- Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;
- Provides information orally or in writing in response to inquiries on status of accounts and other financial matters; Receives payments in person or by mail;
- Processes, sorts, indexes, records and files a variety of control records in accordance with a prescribed routine;
- Provides financial reports and assists District Manager with annual Budget preparations;
- Maintains and secures office supplies, salable goods and office equipment needed for District operations while being cost conscious;
- Performs related work as required.

Secretarial:

- Prepare Board materials, record monthly Board meeting minutes;
- General reception; answer phone calls, take messages, greet customers and assist with basic information requests;
- Assist District Manager with Annual Plan of Work, Performance Measure requirements and general program reporting;
- Maintain, file and organize all Soil & Water files and records including but not limited to, all grants, contracts, agreements, list of assets, insurance holdings, etc... and manage required records retention of all District files;
- Assist with writing, designing and preparing District Newsletter;
- Develop District brochures, displays and presentations;
- Manage District Social Media sites and website;

- Manage & update District policies, contractor list, Board appointments and other operational documents;
- Assist with preparations and organization of public educational events, conferences and programming;
- Serve as secretary and participate in the quarterly County Water Quality Coordinating Committee meetings;
- Assists with District Programs including but not limited to the Annual Tree & Shrub Sale;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in keeping and checking financial accounts and records including financial software;
- Good accounting judgement and cost consciousness;
- Good knowledge of office terminology, procedures, programs, equipment and business English;
- Ability to make difficult arithmetic computations involving fractions, decimals and percentages accurately;
- Clerical aptitude and ability to operate a personal computer and utilize common office software programs including word processing, Excel spreadsheets, Access, Publisher, Adobe editor and databases at an acceptable rate of accuracy and speed;
- Ability to maintain efficiency while maintaining accuracy;
- Ability to prioritize and shows initiative;
- Ability to organize and maintain accurate records and files;
- Ability to analyze and organize data and prepare records and reports;
- Ability to understand and interpret and be accepting of complicated oral instructions and/or written directions;
- Good communications skills both verbal and written;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Maintain a general professional attitude, be polite and courteous;
- Ability to perform close, detail work involving considerable visual effort and concentration;
- Maintain a professional physical appearance;
- Physical condition commensurate with the demands of the position.

TO APPLY: Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>
Applications Accepted Up To: **1/21/21, or until position is filled**

Must complete a Seneca County Civil Service Employment Application Form on Seneca County application portal. Please attach resume and three references with contact information.

Please contact Erin Peruzzini, SWCD District Manager with any questions pertaining to this position. 315-568-4366 or erin.peruzzini@ny.nacdnet.net

Posting Date: January 4, 2021