

SECRETARY/TREASURER

DISTINGUISHING FEATURES OF THE CLASS: The Secretary/Treasurer 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/Treasurer is primarily responsible for all fiduciary and financial functions of the Soil and Water Conservation District. Work shall be performed independently and professionally. The SWCD Secretary/Treasurer shall report directly to and receive direction from the SWCD Executive Director and SWCD Board of Directors.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Serves as an officer (Secretary/Treasurer) 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 and approves all invoices for payment.
- Prepares monthly financial statements for Board of Directors and SWCD Executive Director.
- Prepares Soil and 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.
- Responsible for the payment of all invoices after approval by the SWCD Board.
- Prepares 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 457 employee retirement plan and submitting employee contributions on a weekly basis.
- Responsible for the administration of the NYS and Local Employees' Retirement System and filing of monthly report and submitting employee contributions.
- Tracks funding and expenditures for all SWCD grants.
- Serves as Chair for the inter-agency Administrative Committee.
- Responsible for the recording of inter-agency Administrative Committee minutes.
- 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 the filing of reports for unemployment insurance, disability insurance and workmen's compensation.
- Prepare 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 the invoicing of all resale items.
- Reviews and approves all SWCD staff time sheets for accuracy and policy. Generates SWCD employee time sheets.
- Administers the SWCD employees' benefit package in coordination with the SWCD Executive Director.
- Maintain current employee personnel files.
- Prepares the SWCD annual budget under the direction of the SWCD Executive Director.
- Responsible for the preparation of IRS 1099 forms for all BMP payments.
- Serves as the SWCD Records Management Officer and is responsible for maintaining SWCD

files according to the State Educational Department.

- Provides secretarial support to SWCD Executive Director.
- Administers all special accounts under the direction of the SWCD Executive Director.
- Assists SWCD Executive Director in the establishment, review and maintenance of all SWCD policies, procedures and insurance policies.
- Responsible for SWCD newsletter sponsorships which includes sponsorship additions, deletions and donations.
- Responsible for the administration and financial record keeping of the Tree and Shrub Program and two annual SWCD Fish Programs.
- Responsible for inventory control of all resale items.
- Responsible for the maintenance of Newsletter, Tree and Shrub and Fish Program mailing lists.
- Performs related duties as assigned by the SWCD Executive Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of computer software (Microsoft Excel, Word and Access programs and accounting software). Thorough knowledge of the principles of accounting. Must be bondable. Thorough knowledge in the preparation of 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. Maintain a valid NYS driver's license. 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. Good knowledge of the functions of local, state and federal agencies.

MINIMUM QUALIFICATIONS: Either:

- A. Bachelors Degree in Accounting, Business Administration or closely related studies and 6 years of professional experience; OR
- B. Associates Degree in Accounting, Business Administration or closely related studies and 8 years of professional experience.

Adopted 10/29/02