

**SECRETARY/TREASURER TO THE SOIL AND WATER CONSERVATION  
DISTRICT**

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing the clerical, secretarial and financial record keeping of the Sullivan County Soil and Water Conservation District. The work is performed under the direct supervision of the District's Board of Directors/Chairman, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Performs accounts receivable and accounts payable duties as per the New York State Uniform System of Accounts;

Reconciles the District's monthly bank statements and performs all financial transfers of funds;

Prepares a monthly report of the District's expenditures, posts monthly ledgers and trial balances;

Prepares the District's year-end financial report for the State Comptroller;

Prepares payroll for the District's employees and maintains payroll ledger, leave records and other personnel files and reports;

Submits payroll taxes withheld from the District's employees as well as the payroll reports to the Internal Revenue Service, the New York State Department of Taxation and Finance, and the Social Security Administration;

Performs the administration and financial record keeping for the District's two annual fish stocking programs, the annual tree and shrub program and all other District programs;

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Maintains the District's files according to the State Educational Department's policies and procedures;

Maintains the USDA/Natural Resource Conservation Service files, manuals, handbooks and informational bulletins according to USDA/NRCS procedures;

Performs typing, receptionist and related clerical duties for the District as well as the USDA/NRCS;

Maintains inventory control on resale items and is responsible for all purchasing;

Attends meetings, records and types minutes and maintains a permanent record book for the District's board meetings;

Maintains active mailing lists of landowners, organizations and other cooperating agencies;

Assists with all of the District's programs.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of preparing and maintaining financial accounts and records; good knowledge of the laws, regulations, policies and procedures as they relate to the District's financial record keeping; good knowledge of office terminology and equipment; ability to operate a personal computer and adapt the associated software, including but not limited to Quickbooks and Word, to the District's needs; ability to type accurately at a reasonable rate of speed; ability to maintain a variety of records and reports; ability to follow and carry out both written and oral instructions; ability to communicate effectively, both orally and in writing; must be bondable; good organizational and time management skills; and tact.

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MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with and Associate's Degree in Business or closely related field and two years of experience in preparing and maintaining financial accounts and records; or
- (B) Graduation from high school or possession of an equivalency diploma and four years of experience as described in (A) above; or
- (C) An equivalent combination of experience and training as outlined in (A) and (B) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: July 27, 1999

Jurisdictional Class: Exempt

Public Hearing: Yes

NYS Civil Service Commission Approval: Yes

Revised and Replaced in Classplan: 3/8/2023

Revised and Replaced in Classplan: 5/14/2025 (Edu)