



Tompkins County Soil and Water Conservation District

1771 Hanshaw Road – Ithaca, New York 14850

Telephone: (607) 257-2340 Fax: (607) 257-7896

www.tcswd.org

JOB ANNOUNCEMENT FOR:

SECRETARY/TREASURER

Where: Tompkins County Soil and Water Conservation District

When: Expected start date, Early December

Classification: Exempt

Salary: Commensurate with experience
30 to 40 hours per week

Closing Date: November 15

The Tompkins County Soil and Water Conservation District is looking for a self-motivated individual, knowledgeable and experienced in accounting principles utilizing Quick books and other on-line services.

The position requires the incumbent to have good knowledge of accepted accounting practices with a strong emphasis on all aspects of Quickbooks software, including on-line services that include payroll and associated liabilities. Responsibilities include, but are not limited to all accounting and financial bookkeeping of District funds for projects, programs and grants, bi-weekly payroll, monthly reconciliation of accounts, monthly financial statements to the Board of Directors, minutes of monthly Board of Directors meetings, annual reporting to the state, as well as providing direct assistance for annual tree and fish sales and other District programs.

Job description is available at the Tompkins County Personnel Department's secure website:

<https://www.tompkinscivilservice.org>

To apply, select the link for Login/Register, then the link for Vacancy List. Call the Personnel Department at (607) 274 – 5526 with questions regarding this application process.

Eligibility: Applicants must reside in Tompkins County or one of its six contiguous counties.

For more information regarding the position contact Craig Schutt at Tompkins County Soil and Water Conservation District at (607) 257-2340 or craigschutt@tcswd.org

A complete job description is available upon request at the Tompkins County SWCD office

Tompkins County Soil and Water Conservation District is an equal opportunity employer and does not discriminate on the basis of race, creed, national origin, gender, age, disability, political beliefs, sexual orientation, and marital or family status.