



Nassau County Soil & Water Conservation District
1864 Muttontown Road, Syosset, NY 11791 T: (516) 364-5860 F: (516) 364-5861

Job Announcement

Nassau County Soil and Water Conservation District

Position Title: Bookkeeper/ Administrative Assistant

Work Week: Part Time; 20 hours/week – Flexible

Availability: Anticipated start 5/1/2018; Applications due 3/30/2018

Location: Nassau County Soil and Water Conservation District (SWCD)

Nassau Hall at Muttontown Preserve

1864 Muttontown Road, Muttontown, NY 11791

(516) 364-5860

www.NassauSWCD.org

Nature of Position:

The person in this position works under the direction of the Nassau County Soil and Water Conservation District (NCSWCD) District Manager. The Bookkeeper will have full charge of all the District's accounting records and assist with other programs as necessary.

About the Nassau County Soil and Water Conservation District

The NCSWCD is a political subdivision of New York State (NYS), but under the direction of a Board of Directors that consists of appointed representatives of the three Towns in the county (North Hempstead, Hempstead and Oyster Bay) as well as At-Large Directors representing stakeholder organizations. The county provides office space and a portion of NCSWCD's funding. The NYS Soil and Water Conservation Committee matches a portion of county funding. Other funds are obtained from grants and several revenue-generating programs run by NCSWCD. NCSWCD works cooperatively with, and provides advice to local governments, federal and state agencies, environmental organizations, and local landowners/residents. Projects and programs include but are not limited to: helping organize the Long Island and NYS Envirothons; assisting with implementation of green infrastructure projects; educating the public through presentations and information booths at public events; and organizing conferences and workshops.

Typical Description of Duties:

- **Reports to the district manager.**
- **Full charge of bookkeeping of all the districts records.**
- **Track expenditures and prepare and update budget projections**
- **Works closely with the District Treasurer**
- **Pay District Bills, make bank deposits, transfer funds between district accounts to cover district office expenses and mail checks.**
- **Prepare payroll based on timesheets and information provided by the district.**
- **Process state and federal benefits for district employees.**
- **Maintain and update district employee employment records.**
- **Prepare a list of budget categories / descriptions to follow the allocation of grant expenses.**
- **Assist district Staff and board members in preparing grant applications, grant agreements and submitting claims for grant payments.**
- **Prepare treasurer's reports for each district board meeting and upon request by the district chair or district treasurer or manager.**
- **Attend district board meeting at the request of the district chair or district treasurer or district manager.**
- **Prepare annual budgets.**
- **Prepare annual report for the district treasurer to submit to the New York State Soil and Water Conservation Committee.**
- **Prepare New York State Office Comptroller Annual Report.**
- **Cooperate with district board members and district manager when they conduct annual audits of the district's books.**



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Minimum Qualifications:

Bachelors Degree and familiarity with the District and its mission. Candidates must have knowledge of bookkeeping and budgeting. Preference will be given to candidates with experience with municipal budgets and municipal and federal employment laws, rules, regulations, and procedures.

Knowledge, Skills and Abilities:

Computer literate with QuickBooks and Microsoft Office programs. Must be able to work with diverse groups of people, be dependable, enthusiastic, and have the ability to work independently while adhering to NCSWCD policies. Some training will be provided.

Salary and Benefits:

Starting salary: \$20/hr -20 hours per week on average, ability to be flexible with hours is a plus.
This position does not include benefits.

To Apply for This Position:

For Questions, Contact: Mrs. Patricia Manzi, Nassau County Soil and Water Conservation District Manager, at 516.364.5860 or at nassauswcd@optonline.net

Please send a cover letter of interest, resume, cell phone number, and three references (MS Word or PDF format only with Subject Line reading "NCSWCD POSITION") by March 30, 2018 to:

Mr. Eric Swenson

Nassau County Soil and Water Conservation District Board Member

E.Swenson@HempsteadHarbor.org