Onondaga County Soil and Water Conservation District

6680 Onondaga Lake Parkway
Liverpool, NY 13088

Phone: (315)-457-0325 E-mail: info@ocswcd.org
Fax: (315)-457-0410 Web: www.ocswcd.org

VACANCY ANNOUNCEMENT

For: Payroll & Human Resources Coordinator – Part-Time

Location: Onondaga County Soil and Water Conservation District
6680 Onondaga Lake Parkway
Liverpool, NY 13088
Phone: (315) 457-0325

General Statement of Duties

This individual is responsible for generating payroll bi-weekly and administers the salary and benefits of all staff, using Quick Books. Work is performed in accordance with NYS Conservation District Law and the general guidelines established by the District Board of Directors. Person will use independent judgment in completing work tasks and for scheduling work-flow and activities. Direct supervision will be provided by the District Executive Director. Will perform related duties as assigned. This is a part-time position.

Typical Work Activities

- Generate payroll bi-weekly in office using established system. Some employees receive direct deposit and some receive paper checks (printed in office).
- Makes payments to vendors such as: health, dental, life insurance, and supplemental insurance benefits providers, NYS & Federal tax payments (every pay period) & NYS Retirement filing (monthly),
- Pays NYS & Federal taxes on-line using their platform (quarterly),
- Cross checks receipts to QuickBooks documentation (monthly),
- Prepare time sheet templates for following year (December),
- Grant balance updates for personnel (bi-monthly),
- Follow all steps and file W-2's for income tax to NYS & Federal government and to employees (January 31)
- W-9 to vendors (annually, in December)
- Annual health & dental & retiree MVP insurance agreements w/ consultant (July-health/ MVP & dental-November),
- Files workers compensation claims (as-needed) and yearly reporting
- Maintains and reports on all grants, contracts, and accounts used to fund staff positions.
- Assist District Executive Director/SLWAP Program Manager in preparing and presenting the personnel side of the District and SLWAP annual budget's.
- Administers workers compensation claims.
- Supports staff members with questions related to salary and benefits.
- Assists with the preparation and sends annual financial reports to program participants, organizations including NYS Soil and Water Conservation Committee, Onondaga County and NYS Audit & Control.
- Acquires and maintains a good working knowledge of all office equipment and technology.

- Attends training sessions as per annual training plan and reports back to supervisor on results.
- Recommends computer updates as needed.
- |Provides all requested information for and assists with annual audit.
- All accounting will be done in a manner prescribed by the NYS Audit and Control as well as generally accepted accounting practices.
- Performs other duties as assigned.

Full Performance, Knowledge Skills, Abilities, & Personal Characteristics

- Thorough knowledge of basic methods used in bookkeeping and accounting.
- Experience with maintaining files and records.
- Ability to work in a team setting to accomplish goals and objectives.
- Excellent interpersonal skills
- Good organizational skills.
- Thorough knowledge of business math and English.
- Must be flexible and willing to accept new assignments and learn new techniques.
- Must have a high level of accuracy in all assignments.
- Ability to communicate effectively both orally and in writing.
- Must have a good working knowledge of the Microsoft suite of software (Word, Excel, Power Point, etc.).
- Must have a good working knowledge of QuickBooks accounting software.
- Candidates with a combination of the above listed knowledge, skills and abilities listed above are encouraged to apply!

Minimum Qualifications

A) Associates degree in accounting or bookkeeping and 2 years of bookkeeping/accounting experience; **OR**

B) High school diploma with bookkeeping emphasis plus some secretarial/bookkeeping training beyond high school and 6 years of experience in bookkeeping/accounting.

Salary and Benefits

Pay range is $18 to $21.50 per hour, commensurate upon experience and qualifications. It is estimated that this position will require between six and eight, eight-hour days, per month to fulfill tasks. If more time is required to perform the tasks, the selected candidate will need to be flexible to accommodate the workload.

This position is not eligible for health benefits. Candidate is eligible for participation in NYS retirement and NYS Deferred Compensation Plan.

Physical and Mental Demands & Special Requirement

The employee's physical condition shall be commensurate with the demands of the position, either with or without reasonable accommodations. The employee must have the physical ability to lift up to 25 pounds.

The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations.

Any offer of employment is contingent upon the satisfactory completion of a background check.

Possession of a valid driver's license at the time of appointment and throughout employment helpful, but not required.

Important Information

-Hours of operation are typically 8 AM to 4:30 PM.
-This is an in-office position.
-Mondays are required. The second workday is flexible and the employee can select either Wednesday or Thursday as their second day of work.
-Training is provided. A written job binder of duties is provided to help guide the new employee in the position.

To Apply

Download from our website (www.OCSWCD.org) or call (315) 457-0325 for an application, and then send the completed application along with resume, letter of interest, a list of 3 references, and college transcripts to:

Personnel Committee - Salary & Benefits Coordinator
Onondaga County Soil & Water Conservation District
6680 Onondaga Lake Parkway
Liverpool, NY 13088

The District is in continuous recruitment until this position is filled by a suitable candidate. ***Faxed material will not be accepted.*** Please visit www.ocswcd.org for additional information about the District and its programs.

The Onondaga County Soil & Water Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status.