

## Onondaga County Soil and Water Conservation District



6680 Onondaga Lake Parkway  
Liverpool, NY 03088

Phone: (315)-457-0325

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### VACANCY ANNOUNCEMENT

**For: Salary & Benefits 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 in office using established system
- 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 \$16 to \$19 per hour, commensurate upon experience and qualifications. It is estimated that this position will require between four and six, 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.

### **To Apply**

Download from our website ([www.OCSWCD.org](http://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  
**Onondaga County Soil & Water Conservation District**  
 6680 Onondaga Lake Parkway  
 Liverpool, NY 13088

All materials must be received at the District office by **1:00 p.m. on December 6, 2021**. ***Faxed material will not be accepted.*** Please visit [www.ocswcd.org](http://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.*