

VENANGO CONSERVATION DISTRICT
Job Description: Administrative Secretary

DESCRIPTION

The duties of the Administrative Secretary will be primarily clerical, financial, bookkeeping and administrative in nature as they relate to the mission of the Venango Conservation District as described below. The Administrative Secretary will provide support for the Venango Conservation District Board of Directors and staff.

SUPERVISION

The Administrative Secretary will be under the direct supervision of the Venango Conservation District Manager.

TRAINING PROVIDED

All appropriate training for any non-general clerical and other duties will be provided by the Venango Conservation District Manager.

DUTIES AND RESPONSIBILITIES

Administrative Support Functions

- Serve as receptionist for the Venango Conservation District office. Answer telephone and greet visitors and customers in a courteous and professional manner. Route calls and visitors to appropriate individual and/or take messages as required.
- Provide administrative support to the District Manager in confidence.
- Attain basic knowledge of all Venango Conservation District programs to answer general questions/requests for information or to be able to direct to responsible person/agency.
- Compose, type and/or prepare letters, memoranda, specialized reports and other official correspondence as requested.
- Update and create new forms and documents as necessary to facilitate record keeping for District programs.
- Use copy machine, fax, email and other typical office equipment as necessary to successfully perform job duties.
- Understand and evaluate various District insurance coverages and address health plan questions.
- File and maintain records for all District programs.
- Operate and maintain office postage meter.
- Arrange and schedule appointments and meetings as directed and notify participants of dates, times changes, cancellations etc.
- Receive, sort and distribute incoming/outgoing mail.
- Maintain inventory of office supplies and replenish as needed and as approved according to District budget.
- Perform routine office sales (topographic maps, water test kits, soil kits, plat books etc.)
- Maintain a neat and orderly office appearance.

Accounting/Bookkeeping Functions

- Maintain accurate and detailed records in QuickBooks for all revenues and expenditures administered under District programs.
- Posting all income, disbursements and reconciliation of all District bank accounts.
- Preparation of monthly, quarterly and annual financial statements and reports as required across various District programs, and prepare same for monthly Board of Directors meeting.
- Assisting with preparation of budgets and all accounting for budgets under District programs.
- Receiving and processing all billing, invoices, and receipts for payment as required by District programs.
- Preparing bi-weekly payroll and completing all financial statements, time sheets and other reports as required by local, state and federal requirements.
- Preparing quarterly financial reimbursement claims for all District programs and grants.
- Organize all year-end financial information as needed by CPA for annual audit.

District Specific Functions

- Coordinate annual seedling sale and track accurate totals of orders for purchase.
- Work to proliferate the district team concept by assisting in various other related functions, activities and programs of the District as assigned.
- Attend meetings, seminars, workshops and other training classes as necessary to attain working knowledge of District programs.
- Prepare necessary documents (agenda, minutes, financials etc.) for monthly Venango Conservation District Board of Directors meeting.
- Attend evening monthly Board of Directors meeting and others as requested. Record/transcribe accurate meeting minutes.
- Create annual report, various newsletters and other forms of educational outreach materials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have proficient knowledge of typical office equipment, desktop PC operations and selected software packages including Microsoft Word, Excel, Teams and PowerPoint.
- Proficiency in utilizing QuickBooks accounting software or equivalent is required.
- Knowledge and interest of matters pertaining to natural resource conservation will be beneficial.
- Thorough knowledge of applied principles and practices in dealing with the public.
- Knowledge or ability to learn the District's services, authorities and programs.
- Ability to work independently with occasional supervision.
- Maintain confidentiality on sensitive personnel matters, salaries, promotions and other items so noted by the Venango Conservation District Manager or Board of Directors.
- Must possess initiative, strong problem solving, organizational and time management skills.
- Ability to communicate effectively in English with a wide range of individuals both verbally and in writing.
- Knowledge of matters pertinent to clerical, administrative bookkeeping, accounting and general office procedures.

- Must hold and maintain a valid Pennsylvania Driver's License.
- Provide own transportation as necessary for training and meetings - mileage and miscellaneous expenses will be reimbursed as approved by the District.
- Must qualify to be bonded by the district's bond insurance provider.

MINIMUM QUALIFICATIONS

High school diploma or GED supplemented by (2) years of previous experience and/or training that includes progressive administrative, financial, purchasing, clerical and bookkeeping experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job, as determined by the Venango Conservation District Board of Directors. Proficient knowledge of Microsoft Office and QuickBooks or equivalent software is required. Exposure to agriculture, conservation, environment and natural resource management will be considered beneficial to this position.

WORKING CONDITIONS

This position requires work in an office environment although occasional work outside or travel to other locations is required. Most work is at a desk, computer or table. The noise level in the work environment is usually moderate.

PHYSICAL AND MENTAL CONDITIONS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this job, and encourages both prospective employees and current employees to discuss potential accommodations with the District. The Venango Conservation District is an Equal Opportunity Employer.

- Must be able to sit for long periods throughout the workday, with occasional periods of standing, walking, bending, twisting, balancing, crouching, kneeling and reaching that are necessary to carry out the duties of the job.
- Dexterity requirements range from simple to coordinated movements of fingers, hands, arms, legs and torso necessary to carry out the duties of the job.
- Typically sedentary work, with occasional lifting/carrying of objects with a maximum weight of fifteen pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to move frequently throughout the workday.
- Must be able to pay close attention to details and concentrate on work.
- Must possess the ability to record, convey and present information, explain procedures and follow instructions.

WORK SCHEDULE

This is a full-time, permanent position eligible for Venango Conservation District benefits after successful completion of a 90-day probationary period. Normal workweek is 8:00am to 4:00pm Monday through Friday, with occasional evening and weekend hours as special conditions, meetings or projects arise. Attendance at monthly evening Board of Directors meeting is required.