

VENANGO CONSERVATION DISTRICT

JOB DESCRIPTION

Administrative Secretary

GENERAL STATEMENT OF DUTIES

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 Board of Directors and staff, and will be under the direct supervision of the District Manager.

JOB DUTIES AND RESPONSIBILITIES:

A. Administrative Support Functions

1. Serves as receptionist for the District office. Answers telephone and greets visitors and customers in a courteous and professional manner. Routes calls and visitors to appropriate individual and/or takes messages as required.
2. Provides administrative support to the district manager in confidence.
3. Attains basic knowledge of all District programs to answer general questions/requests for information or direct to responsible person/agency.
4. Composes, types, and/or prepares letters, memoranda, specialized reports and other official correspondence as requested.
5. Updates and creates new forms and documents as necessary to facilitate record keeping for District programs.
6. Uses copy machine, fax, email and other typical office equipment as necessary to successfully perform job duties.
7. Understand and evaluate various District insurance coverage and address health plan questions.
8. File and maintain records for all District programs.
9. Learn and become proficient in all phases of preparation of mailings; certified mailings, bulk and general mailings alike; coordinate the development and updating of various district mailing lists. Operate and maintain office postage meter.

10. Arranges and schedules appointments and meetings as directed and notify participants of dates, times, changes, cancellations, etc...
11. Receives, sorts, and distributes incoming/outgoing mail.
12. Maintains inventory of office supplies and replenish as needed as approved according to budget.
13. Performs routine office sales (topographic maps, water tests, plat books, etc...)
14. Maintain a neat and orderly office appearance.

B. Accounting/Bookkeeping Functions

1. Maintaining accurate and detailed records in QuickBooks for all revenues and expenditures administered under District programs.
2. Posting of all income, disbursements, and reconciliation of all District bank accounts.
3. 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.
4. Assisting with the preparation of budgets and all accounting for budgets under District programs.
5. Receiving and processing of all billing, invoices, and receipts for payment as required by District programs.
6. Preparing bi-weekly payroll and completing all financial statements, time-sheets, and other reports as required by local, state, and federal requirements.
7. Preparing quarterly financial reimbursement claims for all District programs and grants.
8. Organizes all year-end financial information as needed by CPA for annual audit.

C. District Specific Functions

1. Coordinates annual seedling sale and tracks accurate totals of orders for purchase.
2. Work to proliferate the district team concept by assisting in various other related functions, activities and programs of the District, as assigned.
3. Attends meetings, seminars, workshops, and other training classes as necessary to attain working knowledge of District programs.

4. Prepares necessary documents (agenda, minutes, financials, etc...) for monthly Board of Directors' meeting.
5. Attends evening monthly Board of Directors' meeting and others as requested and records/transcribes accurate minutes.
6. Assists in the preparation/design/layout of annual report, various newsletters, or 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 processing, spreadsheets, databases and desktop publishing;

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 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 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.

WORK 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 the 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.

1. Must be able to sit for long periods throughout the workday, with occasional periods of standing, walking, bending, twisting, balancing, crouching, kneeling, and reaching necessary to carry out the duties of the job.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands/arms, feet/legs, and torso necessary to carry out the duties of the job.
3. Typically sedentary work, with occasional lifting/carrying of objects with a maximum weight of fifteen pounds.
4. Must be able to cope with the physical and mental stress of the position.
5. Must be able to move frequently throughout the workday.
6. Must be able to pay close attention to details and concentrate on work.
7. 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 District benefits after successful completion of a six (6) month probationary period. Normal workweek is 8:00 a.m. to 4:00 p.m. Monday through Friday, with occasional evening and weekend hours as special conditions, meetings or projects arise. Attendance at monthly evening Board of Director's meeting is required.