



# Tompkins County Soil and Water Conservation District

1771 Hanshaw Road – Ithaca, New York 14850

Telephone: (607) 257-2340 Fax: (607) 257-7896

[www.tcswd.org](http://www.tcswd.org)

## JOB ANNOUNCEMENT FOR SECRETARY/TREASURER

**Where:** Tompkins County Soil and Water Conservation District

**When:** Expected start date, Early October

**Classification:** Exempt from Civil Service

**Salary:** Commensurate with experience  
Part -Time Up To 30 Hours a week

**Closing Date: September 15**

*The Tompkins County Soil and Water Conservation District is looking for a self-motivated individual, knowledgeable and experienced in accounting principles utilizing Quick books and other on-line services.*

The position requires the incumbent to have good knowledge of accepted accounting practices with a strong emphasis on all aspects of Quickbooks software, including on-line services that include payroll and associated liabilities. Responsibilities include, but are not limited to all accounting and financial bookkeeping of District funds for projects, programs and grants, bi-weekly payroll, monthly reconciliation of accounts, monthly financial statements to the Board of Directors, minutes of monthly Board of Directors meetings, annual reporting to the state, as well as providing direct assistance for annual tree and fish sales and other District programs.

Please send letter of interest, application, resume and references to:

Tompkins County Personnel  
125 E. Court St.  
Ithaca, NY 14850

Cover letters can be written to the attention of:  
Craig Schutt, Conservation District Manager  
e-mail submissions will be accepted to [dlauper@tom-pkins-co.org](mailto:dlauper@tom-pkins-co.org)  
For more information call (607) 274-5527 or 257-2340

A complete job description and application are available upon request at the Tompkins County SWCD office. Application also available on the Tompkins County web-site

*Tompkins County Soil and Water Conservation District is an equal opportunity employer and does not discriminate on the basis of race, creed, national origin, gender, age, disability, political beliefs, sexual orientation, and marital or family status.*

CONSERVATION DEVELOPMENT SELF-GOVERNMENT