

Tri-County/City Soil and Water Conservation District
Job Description
Administrative Professional

The Administrative Professional is a full-time, salaried employee of the Tri-County/City Soil and Water Conservation District (TCCSWCD). The Administrative Professional is an important member of the District team who is responsible for managing bookkeeping and accounting functions accurately and providing administrative support to the District Manager, fellow staff, and the District Board of Directors. The Administrative Professional is under the immediate supervision of the District Manager.

A college degree is required or equivalent experience in accounting systems, clerical work, word processing, spreadsheets, and databases. Experience or interest in agriculture and/or natural resources conservation a plus.

Responsibilities

1. Maintain an accurate financial record keeping system and monitor budget to prevent overspending. Efficiently and promptly perform all financial duties according to District policy, including those associated with payroll, taxes, employee benefits, accounts receivable/payable, and budgets. Duties include, but are not limited to, preparing and submitting bank deposits; maintaining District bank accounts including monthly reconciliations; verifying credit card charges and reconciling accounts.
2. Prepare monthly, quarterly, and annual financial reports and statements and present a balanced treasurer's report monthly for Board. Assist District Manager with drafting annual budget and preparing annual funding requests to localities. Research and provide additional information upon request. Prepare all necessary materials for routine audits.
3. Stay informed and keep the District current regarding expectations and requirements for Federal and Commonwealth laws such as Fair Labor Standards Act (FLSA), Family and Medical Leave Assistance (FMLA), Equal Opportunity Employment (EOE), Freedom of Information Act (FOIA), and Conflict of Interest Act (COIA). Serve as District FOIA officer and complete required annual training.
4. Stay informed and keep staff informed regarding employee benefits. Manage District account with the Virginia Retirement System. Assist staff with answering questions and addressing issues related to employee benefits or taxes.
5. Answer the telephone and greet all visitors and callers pleasantly and professionally. Assure coverage of the reception area and telephones. Monitor District general email account. Collect and distribute incoming mail and prepare and post outgoing mail. Screen visits, calls, and other inquiries; assist as possible and/or direct to appropriate staff. Keep the District postal and electronic mailing lists current. Assist with electronic and postal distribution of materials.
6. Prepare correspondence, memoranda, and reports as requested. Compose routine correspondence independently.
7. Maintain an adequate stock of supplies. Comparison shop for supplies and equipment for staff and programs. Research potential purchases as requested. Conduct an annual inventory in compliance with District policy.
8. Maintain supply and display of public informational materials, such as brochures, guides, etc.

9. Maintain orderly District paper and electronic filing systems and archives. Keep manuals, directories, and other records, such as District policies, job descriptions, and operations and finance binders, current. Keep records, such as policies, reports, and directories, current on the District website. Maintain official Board records and District administrative files, including maintaining audio records for Board meetings. Perform regular back-ups of electronic files and store in District safety deposit box. Assure compliance with all state requirements for records retention and destruction.
10. Assist in preparation and distribution of the Annual Plan of Work, Annual Report, Strategic Plan, quarterly newsletter, and other reports and documents. Assure that outgoing materials and communications are proof-read before sending.
11. Oversee and maintain and/or coordinate maintenance of office facilities and equipment, including troubleshooting, routine maintenance, and general upkeep. Manage computer hardware and software, internet, and website services and subscriptions. Assist staff with computing and equipment technical support and troubleshooting.
12. Perform routine updates of the District website. Assist Education Coordinator and other staff with content development and implementing improvements to provide a user-friendly and modern experience for visitors.
13. Assist with all aspects of District staff, Committee, and Board meetings: preparation and distribution of agendas and other materials; set-up and breakdown meeting space; taking and distributing minutes; recording Board meetings. Prepare and distribute all necessary Board meeting documents according to District policy.
14. Assist with scheduling Committee meetings. Prepare and send meeting notices. Inform and remind Directors, staff, and relevant partners of upcoming events, meetings, and deadlines. Assist District Manager in monitoring Annual Plan of Work, the office work calendar, and other deadlines. Publicly announce District meetings in compliance with state requirements.
15. Coordinate and plan for District-sponsored meetings, workshops, and other activities. Activities may include (but are not limited to) the District's Annual Local Government Breakfast, Annual Seedling Sale, local watershed roundtables, strategic planning meetings, and Area III Meetings. Also coordinate staff and Director arrangements for participation in meetings, workshops, and other activities.
16. Assist with education and conservation programs. This may include record-keeping, filing, as well as supporting occasional events that may be during non-office hours, outdoors, and/or at other locations away from the office.
17. Proactively provide assistance to fellow staff. Carry out other duties as requested by the District Manager. and/or the Board.
18. Attend meetings, workshops, and trainings as related to administrative responsibilities or as requested.

Knowledge, Skills, & Abilities

1. Thorough knowledge of standard office skills, procedure, equipment, and secretarial techniques.
2. Thorough knowledge of business English, spelling, grammar, and mathematics.

3. Ability to perform accounting calculations and maintain an accurate accounting system.
4. Expert knowledge of word processing, spreadsheets, and database management, and bookkeeping and accounting software, specifically QuickBooks and all Microsoft Office programs. Ability to conduct mail merges; use headers, footers, and sections; effectively track document changes during revisions; construct Excel formulas; and create charts and graphs.
5. Ability to learn and use proprietary or new software programs, such as the Virginia Agricultural Best Management Practices Cost-Share Tracking Program, LOGI-AdHoc, and e-C Impact.
6. Ability to identify, suggest, and/or pursue improvements to office or program operations, including new skills and projects. Open to new ideas. Commitment to ongoing personal and professional learning and development.
7. Ability to contribute to a collaborative team environment but also work independently when needed.
8. Ability to communicate professionally, effectively, and openly both orally and in writing.
9. Ability to maintain positive, cooperative working relationships with others and to ask for and offer help.
10. Ability to adhere to District policies and code of conduct. Ability to abide by applicable laws, regulations, and policies and to address concerns or dissatisfaction proactively and through appropriate channels.
11. Ability to occasionally work weekend and/or evening hours and travel, sometimes overnight.
12. Ability to work primarily in an office setting with occasional work outdoors or at District events. Outdoor work may require standing for long periods of time, walking over uneven terrain, and tolerating heat, cold, and changing environmental conditions.

FLSA Status: EXEMPT

Salary Range: \$25,000-\$45,000

Benefits: Virginia Retirement System (VRS) plan with employer contribution and match; health insurance, including vision and dental; life insurance; short/long-term disability insurance; paid holidays; and annual and sick leave

Annual Review with Employee

Signature of Employee: _____

Name of Employee: _____

Date: _____

Signature of District Manager: _____

Name of District Manager: _____

Date: _____