

Otsego County Soil and Water Conservation District is seeking a Full Time Secretary to the Soil and Water Conservation District Board

Primary responsibilities of the position are mainly financial in nature and include the tracking of business finances, the management of accounts relating to projects performed by the department, filling out financial reports for the state of New York and other payroll and expenditure duties as required by the department. The person who will take up this job will directly report to the OCSWCD manager and Board of Directors. Salary range is \$45,000-\$55,000 commensurate with experience.

MINIMUM QUALIFICATIONS: Either: (a) A Bachelor's Degree, or higher, in business, accounting, or related field and four (4) years of related professional experience; OR (b) An Associate's Degree in business, accounting, or related field and six (6) years of related professional experience.



967 Co. Hwy. 33, River Rd.
Cooperstown, NY 13326-9222
Phone: (607) 547-8337 ext. 4

SPECIAL REQUIREMENTS: 1. New York State driver's license must be maintained throughout employment. A resume showing both educational background and previous experience is a must, along with a cover letter stating his/her interest in said position.

Apply on the Otsego Soil and Water Conservation District website or send in a resume at galanopoulosc@otsegoilandwater.com