

VICTORIA SOIL AND WATER CONSERVATION DISTRICT #346

307 Glasgow Street, Suite A / Victoria, Texas 77904

(361) 576-1129 ext. 3

Victoria@swcd.texas.gov



Bookkeeper/Secretary Position

Positions: Part Time, flexible schedule

Qualifications; High School Diploma or GED; preferred 2-year associate degree or equivalent experience.

Reports to: District Board of Directors

Requirements:

Must be proficient in standard office equipment including personal computer and peripherals. Be able to manage social media posts and general website maintenance, can be trained.

Ability to work independently and self-directed

Must be able to pass a background check and be fingerprinted to work in a federal office space.

Essential Job Functions, not limited too:

1. Keep the District's books and accounts current
2. Keep financial statement and check books current
3. Keep director's file's current
4. Prepare for directors' meetings by preparing agendas, posting agendas, preparing financial reports, preparing checks for signatures with assistance from Chairman or Vice-Chairman of the district, NRCS District Conservationist (DC), or Area SWCD Representative or other persons as appropriate.
5. Attend district board meetings and keep accurate minutes of all meetings
6. Transcribe minutes in appropriate form for permanent record and file per open meeting act requirements
7. Prepared and editing letters reports, memos and emails, handling incoming and outgoing mail
8. Make deposits to the bank and updating accounting records
9. Pay all bills as directed by the directors, via mail or online payments
10. Prepare District correspondence and letters as directed by the directors or as needed.
11. Prepare all reports such as: reports to the state Soil and Water Conservation Board (TSSWCB), Natural Resources Conservation Service (NRCS), IRS quarterly reports, IRS yearly Income tax reporting, end of the year employee's W-2 forms, Texas Workforce Unemployment reports and payments, and other District reports as needed.
12. Make arrangements and assist with the planning of events such as an award banquet, trade shows, CEU workshops, tours etc. as directed by the board
13. Gather all information as needed for directors to make plans and/or decisions.

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14. Prepare yearly budget with the assistance of the directors
15. Assist with preparation of materials, pictures, records and correspondence for District contests as directed by the board. Example yearly conservation contest with area schools
16. Attend workshops and meetings as directed by the board
17. As needed in partnered office with local NRCS staff, answer phones, forward calls, take messages, greet visitors or customers as they come into the office
18. Purchase and maintain office supplies as needed
19. Maintaining general office tidiness and other Duties as directed by the board

Mental Demands/Physical Demands/Environmental Factors

1. Repetitive hand motions, frequent keyboarding and use of mouse, occasional reaching
2. Prolonged sitting, occasional bending/stooping, pushing/pulling, and twisting; occasional standing and walking Occasional light lifting and carrying
3. Infrequent travel for events, training and workshops
4. Work with request interruptions and in an open-air office environment