



## Notice of Job Opportunity

### Position:

- Secretary/Bookkeeping/Accounting, part-time position

### Application Deadline:

- February 3, 2012

### Minimum Qualifications:

- Valid driver's license and be insurable by the District.
- Associate Degree in Office Management or two years work-related experience or equivalent combination of education and experience.
- Successfully pass county drug test and background check.
- Secretary, bookkeeping and accounting experience.
- Appreciation for conserving natural resources.
- Positive attitude
- People person.
- Goal oriented.

### Duties:

- Assist Administrator, Board and staff.
- Secretarial – prepare correspondence, take and prepare Board minutes, generate reports, maintain files.
- Accounting – prepare invoices, vouchers, purchase orders, checks, etc., prepare and maintain financial records, receipt funds, generate reports.
- Database – generate and maintain databases.
- Greet the public, answer phones, direct inquiries to appropriate person or agency, provide general information to natural resources users.
- Planning and scheduling.
- Order and maintain office supplies.
- Other duties as assigned.

**Skills:**

- Self-motivated, takes initiative, works independently, helps others.
- Strong organizational skills, detail-oriented, ability to multi-task.
- Excellent oral communication, writing and editing skills.
- Strong computer skills, proficient in MS Word, Access, Excel, Outlook and Peach-Tree accounting programs.
- Experience with web site maintenance preferred.
- Experience with creating brochures, newsletters, fact sheets, displays preferred.

**Submit**

- Completed Employment Application.
- A two hundred word essay on the importance of “conserving natural resources today for our children’s tomorrow.”
- A brochure titled “Water Conservation – What You Can Do!”

**Hours of Work:**

- 20 hours per week; Monday through Friday (Four hours daily, to be arranged between 8:00 a.m. to 4:30 p.m.); Occasional evening or weekend meetings.

**Salary and Benefits:**

- \$10.00 to \$12.50 per hour
- Sick leave, Worker’s Comp., Medicare, PERS.

Employment application can be downloaded at [www.lickingswcd.com](http://www.lickingswcd.com) or picked up at the Soil and Water Conservation office at 771 E. Main Street, Suite 100, Newark, Ohio 43055. Applications must be received in the District office by 4:00 pm, February 3, 2012

Licking County Soil & Water Conservation District is an Equal Opportunity Employer.