
Job Posting – Administrative Assistant

Summit Soil and Water Conservation District (SSWCD) is now accepting applications and resumes for the position of Administrative Assistant. The Administrative Assistant (AA) is an administrative, clerical and financial position responsible for processing accounts payable, receivable and payroll, employee files, public records and other administrative duties assigned. This position is directly responsible to the District Program Administrator and shall implement the policies and programs of the District

Essential Duties and Responsibilities:

- Manage and Track accounts receivable and payable;
- Assist the District Program Administrator (DPA) with preparing yearly budget;
- Prepare board agendas and minutes;
- Works with the DPA and the Board Treasurer to ensure proper financial records are submitted in adequate time;
- Processes applications, manages District files and process payroll

Qualifications:

Candidates must have a minimum of an associate degree, 5-years related experience in Office Administration or a combination of both with coursework including clerical, accounting and computer operation or similar related field. Computer skills, including operation of Microsoft Office Suite program and financial software programs are necessary. Successful applicants must possess a valid Ohio driver's license and will be required to successfully pass all pre-employment background checks and substance abuse screening.

Salary Range and Benefits:

- This is a full-time permanent position
- Salary range \$17.00 - \$27.00/hr., salary commensurate with experience
- Ohio Public Employment Retirement, annual and sick leave, county medical benefits, life insurance, and access to the county fitness centers.

Please email resume, cover letter and references to Brian Prunty at bprunty@summitoh.net. Selection of candidates will begin on December 21st. Resumes will continue to be accepted until the position is filled.

In order to provide equal employment opportunities to all individuals, employment decisions in the District will be based on merit, qualifications, and abilities. The Summit Soil and Water Conservation District does not discriminate in employment opportunities or practices on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.