

# Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



## Watershed Agricultural Council Finance Administrative Assistant Non-Exempt Employee

The Finance Administrative Assistant will be part of the WAC Finance Department with primary responsibility for compilation and coordination of the DEP Payment Requests. This position shall work closely with all Department Directors and Program Managers as needed. This position is under the direct supervision of the Finance Director.

### Education and Experience Requirements:

- Must have Bookkeeping/Accounting experience, general office management skills including accurate typing and both verbal and written communication skills.
- Must possess excellent organizational abilities as well as possess professional demeanor.
- Must possess solid skills with MS Office products, with emphasis on Excel.
- Ability to prioritize workload and handle frequent interruptions and distractions.
- Ability to work independently and in a team setting.
- Must have a valid and current driver's license.

### Duties and Responsibilities:

- Responsible for coordination, compilation, and preparation of DEP Payment Request submissions
- Responsible for payment request record keeping ensuring both paper and electronic files are complete, organized and updated timely, scanning and filing all payment documents including RFP's, credit card records, payroll and fringe benefits.
- Responsible for entering, tracking, and reconciling program related encumbrances in MIP.
- Maintain Nutrient Management Credit Award detail reports, payments, and reconciliations.
- Assist with maintaining Capital project analysis and reporting.
- Assist with WAC Event Plan submissions and processing to include requests for DEP pre-approval and insurance certificates where necessary. Responsible for reconciling actual expenses incurred with pre-approvals.
- Process Travel & Training requests including submitting and tracking for DEP pre-approval when necessary and reconciling actual expenses incurred with pre-approvals.
- Prepare annual Travel & Training and Council Attendance Reports.
- Serve as the primary back up for the accountant (A/P function).
- Assist other Finance Department staff in their responsibilities as needed.
- Comply with WAC Finance procedures (SOP), review and recommend updates as needed.
- Assist with development and submittal of new DEP contracts.
- Assist with WAC fiscal year-end audit and DEP contract close-outs.
- Develop and maintain working knowledge of MIP Fund Accounting and FAME/WIT (Ag project management tool).