

SARATOGA COUNTY WATER AUTHORITY

CONFIDENTIAL SECRETARY TO EXECUTIVE DIRECTOR

SALARY: \$60,000 PLUS EXCELLENT BENEFITS

This position involves responsibility for independently performing varied clerical, bookkeeping and administrative operations for the Saratoga County Water Authority. This work calls for the frequent exercise of independent judgment, administering policies and procedures, and a high degree of accuracy with various correspondence. It is a position of special trust and confidence, requiring exchange of sensitive and confidential information. Responsibilities include daily bookkeeping, monthly and annual reports, onboarding of new employees, purchasing, and includes the ability to work independently with minimum supervision. Must possess familiarity with QuickBooks. The work is performed under the general supervision of the Executive Director of the SCWA with detailed instructions reviewed in instances where policies have not been determined.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered two (2) year college, secretarial or business school with an associate degree and two (2) years of fulltime bookkeeping or clerical experience in a public or private agency involving all facets of office executive secretarial work and accounting experience including the use of a computer and software such as excel, word and quick-books are a must for this position. Experience with the performance of year-end accounting functions and personnel management is required.
- B. Graduation from high school or possession of a New York State equivalency diploma supplemented by a course or courses in secretarial science, office management, accounting or business administration and four (4) years of fulltime secretarial or clerical experience as outlined in (A) above. Experience with the performance of basic accounting functions and personnel management is required.

SEND RESUME TO:

Ed Hernandez, Executive Director
Saratoga County Water Authority
260 Butler Road
Gansevoort, NY 12831

RESUMES/APPLICATIONS ACCEPTED UNTIL SELECTION IS MADE.

“An Equal Opportunity Employer with an Affirmative Action Plan”

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