

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF LEWIS COUNTY
STAFF POSITION DESCRIPTION**

Current Incumbent: Open Position

Date Written/Revised: 04-23-2017

CCE Classification Job Title: Association Accounts Rep II

Position #: TBD

Working Title (if different): Association Bookkeeper/Office Assistant

FTE: 100%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Michele Ledoux, Association Executive Director

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* This position incumbent has no supervisory responsibilities/direct reports.

Volunteer Supervision: Yes No *(If the answer is Yes, please indicate number of volunteers supervised.)*

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

This position will serve as the Association Bookkeeper/Office Assistant for Cornell Cooperative Extension Association of Lewis County and will provide support to the organization to include, but not limited to: coordinating, monitoring and providing daily financial and business functions of the accounting/payroll process for Association accounts to include: processing and preparing budgets, administering budgetary information, preparing payroll reports, reconciling bank statements, billing and payments, managing petty cash, and other finance duties as assigned. This position will work with the SBN Finance Lead to implement established best practices and procedures in Finance and will communicate with the Finance Lead regarding questions, issues and/or troubleshooting as appropriate. This position will provide support for reception and will perform other general office duties as assigned.

REQUIRED QUALIFICATIONS:

Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- High School Diploma or Equivalent Education.
- Experience relevant to the role of the position.
- Valid New York State Driver's License and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Associate's Degree or college level accounting courses.
- Demonstrated strong accounting, bookkeeping and organizational skills.
- Demonstrated willingness to learn updates and new financial systems, procedures and best practices.
- Demonstrated ability to maintain confidentiality and to secure confidential information and materials appropriately.
- Demonstrated ability to meet deadlines with attention to detail.
- Demonstrated ability to work with and relate to co-workers, advisors, community agencies, professional leaders and clientele of varying ages, socio-economic and cultural diversities.
- Demonstrated ability to function as a team member.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize standard computer technologies.

SUBJECT MATTER/BACKGROUND:

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|---|--|---|
| <input type="checkbox"/> Agriculture and Food Systems | <input checked="" type="checkbox"/> General Administration | <input type="checkbox"/> Farm |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Community and Economic Vitality | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families | <input type="checkbox"/> Facility | |

Reviewed and Approved by Extension Administration – 04-11-2017 – jas

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

Administrative Responsibilities:

Direction	5%
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- Assist in the development of budgets.

Management	5%
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- Assist in monitoring of budgets.
- Communicate with the Finance Lead regarding questions, issues and/or troubleshooting in all areas of Finance as appropriate.

Coordination/Operation	85%
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- Execute budgets.
- Process accounts payable vouchers and check payments.
- Process accounts receivable billing and collect revenues.
- Maintain and audit petty cash.
- Reconcile bank statements.
- Perform required processes for month-end and year-end closing as necessary.
- Prepare financial statements and reports for the Finance Committee and Board of Directors as necessary.
- Implement established best practices and procedures in Finance based on direction from the Executive Director and/or SBN Finance Lead.
- Maintain correspondence with equipment vendors regarding maintenance agreements.
- Answer telephones and assist or direct calls to appropriate person.
- Maintain/coordinate phone system as necessary.
- Greet and direct visitors.
- Maintain Association and 4-H Facebook sites, updating site frequently and keeping them connect with materials provided by programming staff.
- Organize and inventory program educational materials and resources.
- Perform data entry duties as instructed/requested by program educators.
- Provide support for Association mailings (i.e. maintain and print mailing labels, drop off and pick up mail, sort and distribute mail to staff).
- Provide support to other support staff and educators as assigned (i.e. typing, copying, faxing, etc.).
- Maintain current price list to be easily accessible to other staff at counter for soil samples, wage record books, account book, etc.
- Ensure enough pH kits, account book, etc. are on hand at counter at all times.
- Work with customers as needed to complete forms for soil samples, deliver samples to Dairy One location, file all paperwork in binder and document use and return of equipment (i.e. soil probe).
- Maintain conference room calendars and update as necessary.
- Maintain ongoing data base and other data sources and list serves as requested (i.e. NNYADP, Maple, Beef).
- Maintain attendance sheets and prepare information for instructors as needed for programs (i.e. 55 Alive, Boater's Safety, Snowmobile Safety, etc.).
- Maintain and organize Pest Information for all staff.
- Maintain and organize workroom, break room, print shop room and/or pantry (i.e. organize and label shelves, break down boxes, order supplies, maintain inventory, re-stock as necessary, etc.).
- Maintain list of office suppliers with account and contact numbers with any other pertinent information to be accessible to other staff.
- Maintain and organize inventory of audio visual equipment.

- Contact Advanced Business Systems when copiers are out of staples and toner, recycle and date old toner boxes and place in closet for the technician to pick up.
- Provide assistance with County Fair display and materials.
- Mail Board of Directors notices, prepare board packets, contact board members prior to meetings, order and/or pick up food for board meetings, set up meeting area, maintain current list of contact information/labels for members as this changes annually.
- Perform other general office duties as needed/assigned.
- This position may require the transport of Association property in performing position responsibilities.

Professional Improvement and Other Duties as Assigned	5%
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- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.

Health and Safety	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

EEO/EPO and Policy	Applied to all duties and functions.
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- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Lewis County policies, procedures and Cornell Cooperative Extension Skills for Success.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

Equal Opportunity Employment
Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO,
Protected Veterans, and Individuals with Disabilities.

For each factor below, choose the phrase that best fits the characteristics of this position:

SCOPE OF IMPACT OF THE POSITION:

Low - within program

INTERACTION WITHIN ASSOCIATION:

Assist others; provide/obtain cooperation

INTERACTION WITH VOLUNTEERS:

None to limited

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

None - No responsibility for others

COMPLEXITY OF WORK:

Limited - Predominantly follows established procedures, policy; makes routine decisions within prescribed limits

LEVEL OF DECISION-MAKING ACTIVITY:

Low - Within program/functional area

SUPERVISION RECEIVED:

High - General supervision

SUPPORT SKILLS-WRITING

Low - Usually issues standard responses

SUPPORT SKILLS-COMPUTER

Low - Uses basic business/technical programs/applications to perform responsibilities

WORKING CONDITIONS:

**ESSENTIAL PHYSICAL
REQUIREMENTS*:**

Typically lifts less than 10 lbs

VISUAL:

Normal concentration

HAZARDS:

Limited exposure

* Check applicable level after considering reasonable accommodations

OPTIONAL:

SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

DATE



Skills for Success

(The following skills are essential for individual and organizational success.)

Skills	Examples of Demonstrated Behavior
Health and Safety	<ul style="list-style-type: none">Support the association to maintain a safe working environment.Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.
Job Skills	<ul style="list-style-type: none">Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.Understands, interprets and applies regulations, policies and contracts to deliver effective results.Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.
Inclusiveness	<ul style="list-style-type: none">Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.Actively supports work/life integration in the workplace.Recruits, hires and engages high performing diverse employees.
Adaptability	<ul style="list-style-type: none">Anticipates and adapts to changing priorities and additional demands.Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future.Embraces, promotes and implements change.Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.
Self-Development	<ul style="list-style-type: none">Is self-aware; seeks and acts upon performance feedback.Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.Works to continuously learn and improve.Applies learning to evolving assignments.
Communication	<ul style="list-style-type: none">Expresses thoughts clearly, both orally and in writing.Demonstrates effective listening skills; seeks to understand and be understood.Asks questions and shares knowledge and information to help others clearly understand processes and desired results.Gives, receives and acts upon helpful and timely feedback.
Teamwork	<ul style="list-style-type: none">Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.Has a positive attitude and understands how behaviors impact others.
Service-Minded	<ul style="list-style-type: none">Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.Supports ideas, solutions and changes to processes to ensure high quality outcomes.Reaches out in a timely and responsive manner to resolve problems and conflicts.Negotiates well, finding and orchestrating win-win solutions.
Stewardship	<ul style="list-style-type: none">Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.Demonstrates high standards of personal conduct and owns the consequences of one's own actions.Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.Shows commitment to unit and Association goals and delivers results.
Innovation	<ul style="list-style-type: none">Looks for advancements in products, processes, services, technologies or ideas.Identifies opportunities in challenges and shows initiative to make changes.Demonstrates innovative, creative and informed risk taking.Shows foresight and imagination to see possibilities, opportunities and trends.