

DUTIES

This is an outline of monthly tasks that can be performed in your District.

DAILY:

- Gather all office mail and get it ready to take to the post office.
- Get the mail, date stamp, and distribute to appropriate individuals.
- Apply any payments received to invoices and/or statements along with bank deposit drop.
- Phone: Answering, taking messages, transferring calls to appropriate agency or individual.
- Typing: forms, letters, producer labels, etc. when necessary.
- Filing: Whenever needed. District and NRCS when filing needed.
- Greeting customers and directing them to appropriate personnel; also assisting them with district related material.
- Miscellaneous office duties.
- Assist DC and other office personnel when needed.
- Keeping a daily diary of activities to use as a reference.
- SMILE

MONTHLY:

- Prepare and mail Board Meeting Agenda to Supervisors, 7 days prior to meeting date.
- Prepare financial statements for Board Meetings.
- Mail copies of minutes after Board Approval to required agencies: DRNC, County Office and NRCS
- District Highlights: enter monthly progress. (Develop a separate file, will help when writing an annual report)
- Update Supervisors meeting folder/expense records.
- Pay bills
- Do payroll (Every two weeks or monthly)
- 1ST of Month mail out Statements.
- Pay monthly payroll liabilities to the IRS
- Check Vehicle maintenance (oil change, tires, etc)
- Make sure insurance & vehicle registration are up to date
- Recognize new clergy by sending a welcome letter
- Post necessary news releases, clip and archive past articles for historical record
- Supervisor reimbursements (your District may be on a different schedule than monthly)

QUARTERLY:

- Complete reports: IRS (Federal Withholding, Social Security); State Withholding; Workers Compensation (Annual).
- Publish Newsletter
- Update Website
- Check office supplies & order items that are low in stock; make sure you check with NRCS and stock items before the end of their Fiscal Year (Sept 30). When ordering NRCS supplies an AD-700 needs to be filled out and approved before supplies can be ordered.
- Supervisor reimbursements (your District may be on a different schedule than quarterly)

JANUARY:

- Reimburse District Supervisors for the last 6 months of expenses for the previous year (your District may be on a different schedule)
- Mail W-2 Forms to employees, W-3 Transmittal, & 1099's to IRS. (forms can be obtained through QuickBooks or your local office supply store)
- CD Agenda
- Annual Work Plan: Mail copies as per files
- Audit: Follow CD Policy
- Inventory of Equipment and Supplies
- Post schedule; CD Public Meeting Notice
- Annual Report
- File Supervisors Oath of Office
- Submit Annual and Monthly Comp. Financial Report Forms
- Schedule meeting with County Commissioners
- Pay MACD yearly dues
- Send approved minutes to DNRC and County
- Pay monthly 941 tax

FEBRUARY:

- CD Agenda:
- Send letter to Producers scheduled for current year tree planting pertaining to deposit, assignment form, and tree planting agreement.
- Send approved minutes to DNRC and County
- Pay monthly 941 tax
- Receive Administrator grant from DNRC, start collecting the necessary data for application.

MARCH:

- CD Agenda
- Finalize Ladies Ag
- File Disposition
- Send out Quarterly Newsletter
- Send approved minutes to DNRC and County
- Pay monthly 941 tax
- File and pay quarterly tax payments (Montana Withholding, Unemployment Insurance, 941).
- Participate in a quarterly area administrator meeting.

APRIL & MAY:

- Update insurance company with vehicle driver's information.
- CD Agenda:
- Administrator Grant due to DNRC. (May)
- Send approved minutes to DNRC and County
- Pay monthly 941 tax
- Assist with customers for Tree Planting, Drill, Weed barrier, and Hand plants.
- Prepare to receive trees

JUNE:

- CD Agenda
- Notify Supervisors of Area Meeting.
- During Election Year remind Supervisors of Election.
- Send Final Tree Planting Bill
- Complete Mill Levy Application
- Send out Quarterly Newsletter
- Send approved minutes to DNRC and County
- Pay monthly 941 tax
- File and pay quarterly tax payments (Montana Withholding, Unemployment Insurance, 941).
- Participate in a quarterly area administrator meeting.

JULY:

- Reimburse District Supervisors for the first 6 months of expenses.
- CD Agenda
- Schedule Awards Banquet
- Make arrangements for 8th Grade Conservation Tour.
- Send approved minutes to DNRC and County
- Pay monthly 941 tax
- Have budget ready for county commissioners by the first Monday of the month

AUGUST & SEPTEMBER:

- CD Agenda
- Make final arrangements for 8th Grade Tour and Have tour and hold tour in September.
- Send out a letter to producers interested in planting trees.
- Put in request to Commissioners for financial assistance for Mill Levy
- Schedule the TREES program in your local schools
- Send out quarterly newsletter
- Review current price lists and make adjustments at your Supervisor Meeting
- Pay monthly 941 tax
- Send approved minutes to DNRC and County
- File and pay quarterly tax payments (Montana Withholding, Unemployment Insurance, 941).
- Area Meetings
- Annual Water User Report- need to send out information to producers and set a return date of mid-October for paperwork

OCTOBER & NOVEMBER:

- Review attendance for the MACD Convention with Supervisors.
- Assist with ordering Trees.
- Review Equipment needs
- CD Agenda
- Pay monthly 941 tax
- Send approved minutes to DNRC and County

DECEMBER:

- CD Agenda
- Prepare a draft budget and review Annual Plan of Work
- Prepare for Ladies Ag
- Reconcile petty cash prior to closing books.
- Year end – close books.
- Operating Accounts Report – draft
- Assist with ordering trees.
- Send out Quarterly Newsletter
- Send approved minutes to DNRC and County
- Pay monthly 941 tax
- File and pay quarterly tax payments (Montana Withholding, Unemployment Insurance, 941).
- Participate in a quarterly area administrator meeting.
- Annual District Water Reservation Report due by December 15.