

FINANCE ASSISTANT ANNOUNCEMENT

LANCASTER COUNTY CONSERVATION DISTRICT

Lancaster County Conservation District announces a vacancy for a Finance Assistant position. The Finance Assistant will work under the direct supervision of the District's Finance Manager and Assistant District Manager as they administer the Conservation District's finances. We are seeking a candidate who is self-motivated and independent, able to take direction and work as a member of a team. Attention to details, proficiency in professional communications, excellent bookkeeping skills and general accounting background are required. Experience recording and reporting financial information for a non-profit organization is valued.

Essential skills:

- ✓ Organization, able to multi-task with a focus on details, finance, and bookkeeping logistics
- ✓ Excellent correspondence, keyboard, data entry, and software competency skills

Qualifications:

- ✓ 2-year degree/certification and/or 5 years of experience in a financial support-related position.
- ✓ Proficiency in Microsoft Office and Quickbooks software
- ✓ Experience with accounting terminology
- ✓ Analytic and problem-solving skills
- ✓ Ability to manage mathematical computations
- ✓ Organized filing skills with documents electronic and hard copy
- ✓ Strong customer relations skills and phone etiquette
- ✓ Organizing skills for monitoring and processing finances
- ✓ Valid Driver's license and personal vehicle

Starting Salary: \$47,500 - \$52,500 based on skills and experience

Commensurate with experience and an excellent benefits package with an additional \$2,400 signing bonus, healthcare for employee and dependents, flexible work schedule, and retirement account.

Required Application Information:

- District Application (available at www.lancasterconservation.org)
- Cover Letter
- Resume
- Official College Transcript
- 3 Character/work references

Interested candidates send the required application information and documents to Human Resources by Friday, March 29, 2024.

Hiring Manager – HR@LancasterConservation.org
Lancaster County Conservation District
1383 Arcadia Road, Room 200
Lancaster, PA 17601

Lancaster County Conservation District is an Equal Opportunity Organization