



JOB DESCRIPTION
FINANCE ASSISTANT
Lancaster County Conservation District

GENERAL STATEMENT OF DUTIES: The Finance Assistant is a professional position that is responsible for supporting the Finance Manager in keeping track of organizational finances. As directed, the Finance Assistant enters data into databases, prepares financial statements, processes invoices, and supports other employees throughout various accounting processes. The Finance Assistant position is classified as at-will exempt and works under the direct supervision of the Finance Manager, Assistant District Manager, and the Board of Directors. A signed Confidentiality Agreement is required.

JOB DUTIES AND RESPONSIBILITIES

Primary Responsibilities: Financial Management

- a. Assist in the daily financial operation of the organization. Analyze and prepare financial reports for the Board, auditor, County Commissioners, and State Conservation Commission in an accurate and timely manner; communicate monthly and annual financial statements; collate financial reporting materials and administer all financial, project/program, and grant accounting.
- b. Assist with processing bi-weekly payroll and verify the same-day expected account debit. As part of the payroll process collect and process into a database timesheet data that can be used for annual reviews and grant reimbursement purposes. Provide reports of time spent on a particular grant as requested by each grant point person.
- c. Participate as directed in the annual audit process, liaise with external auditors and the finance committee of the board of directors; implement any requested changes.
- d. Support the Finance Manager and Assistant District Manager in the development of the annual operational budget.
- e. Work with Program Managers to participate in the quarterly report submissions for their programs. Assist with the financial portion of program quarterly reports where requested.
- f. Participate in grant administration and complete quarterly reports and submissions for reimbursement for all grants as required.



Secondary Responsibilities: Human Resources, Technology and Administration

- a. Assist new staff with the onboarding employment and benefits paperwork.
- b. Participate in processing paperwork for new employees.
- c. Assist team leads by copying and filing staff performance evaluations in the individual's personnel file.
- d. Coordinate with clerical staff to ensure adequate client-care coverage is provided for District programs and activities.
- e. Assist the Finance Manager and Assistant District Manager with tracking and ordering District equipment and supplies. Maintain an inventory list with serial numbers, purchase price, and source of funding for audit purposes. Document and assist in the process of disposing of unneeded equipment.
- f. As instructed, update and implement approved changes to the business policies and accounting practices.
- g. Review the Lancaster County Conservation District website for needed updates and make requested changes to the administration portion of the site.
- h. Assist with the maintenance of the District's Historical Records.
- i. Maintain a daily written log of activities, and log time spent on each activity using the District timesheet.

DISTRICT ACTIVITIES

- a. Assist with special projects as assigned and requested by the Finance Manager and Assistant District Manager.
- b. Assist program managers and/or clerical staff on special projects as requested.
- c. Assist with writing and completing Board action items.
- d. Attend and prepare minutes for the monthly Board meetings as requested.
- e. Serve on LCCD staff committees as assigned.
- f. All other duties as assigned.

Specific tasks will include:

- 1. Assist with preparing incoming checks for deposit, processing bills for payment, and writing checks for the required signatures.
- 2. As directed, enter electronic wire transactions into Quickbooks.
- 3. Maintain files for all financial records.
- 4. Keep a record of and pay Directors' mileage semi-annually.
- 5. Keep W-9s on file for District vendors.



6. Prepare and mail 1099s to landowners/vendors and IRS (with Form 1096).
7. As requested, assist with reporting and paying PA sales tax according to state established schedule.
8. Assist with maintaining accurate confidential employee records, including job descriptions and related forms.
9. Assist with completing paperwork for terminated employees for health and life insurance benefits.

This job description has been designed to indicate the general nature and level of work performed by employees in this position. It is not intended to contain or to be interpreted as a comprehensive listing of all duties, responsibilities, and qualifications required of employees assigned to this position. This job description is subject to change but remains in effect until superseded or canceled in writing by the District Manager.

Signed _____ Date _____ Revised 2/22/24