



LANCASTER COUNTY Conservation District

FINANCE ASSISTANT Lancaster County Conservation District

The Finance Assistant is a professional position that is responsible for supporting the Finance Manager in tracking an organization's finances. As directed, the job responsibilities include entering financial and timesheet data into databases, preparing financial statements, processing and tracking invoices, and supporting employees using various accounting processes. The Finance Assistant position is classified as an at-will exempt position and works under the direct supervision of the Finance Manager, Assistant District Manager, and the Board of Directors. A signed Confidentiality Agreement is required.

Starting Salary: \$50,000 -\$55,000, Commensurate with experience, and an excellent benefits package, and \$2,400 signing bonus.

District application, cover letter, resume, college transcript, and 3 references (who are not relatives or previous employers) must be received by the Conservation District Human Resource contact, as the position is listed as a rolling application. Application forms available at: www.lancasterconservation.org

Human Resource Contact
Lancaster County Conservation District
1383 Arcadia Road, Room 200
Lancaster PA 17601

hr@lancasterconservation.org
An Equal Opportunity Employer