



# LANCASTER COUNTY Conservation District

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## JOB DESCRIPTION FINANCE ASSISTANT Lancaster County Conservation District (LCCD)

**GENERAL STATEMENT OF DUTIES:** 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.

### JOB DUTIES AND RESPONSIBILITIES

#### **Primary Responsibilities: Financial Management**

- a. Assist in the daily financial operation of the organization to ensure there is a separation of duties. Prepare and or review financial reports as directed in an accurate and timely manner; communicate monthly and annual financial statements; collate financial reporting materials and help to administer all financial, project/program, and grant accounting.
- b. Assist with processing bi-weekly payroll and verify the same-day expected account debits. As part of the payroll process collect and process into a database the 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 implement any requested changes.
- d. Support the Finance Manager and Assistant District Manager in the development of the annual operational budget.
- e. Work under the direction of the Finance Manager to assist Program Managers to complete the quarterly report submissions for their programs.
- 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 onboarding employment and benefits paperwork.
- b. Process 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 all 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 LCCD 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.

**SPECIFIC TASKS 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.

**PREFERRED SKILLS AND EXPERIENCE:**

- \* Follows written and verbal instructions with a high degree of accuracy and attention to detail
- \* QuickBooks experience preferred, financial software knowledge required
- \* Accounts receivable and/or accounts payable experience
- \* MS Excel and Word proficiency
- \* MS Access knowledge preferred but not required
- \* Payroll experience preferred, base knowledge required
- \* Organizational Skills

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.

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 9/19/25