

## **FINANCE MANAGER/BOOKKEEPER**

The Conservation District has an opening for a new Finance Manager/Bookkeeper position that is expected to transition into a full Finance Manager position within 3 years. This position will report directly to the District Administrator and will be expected to supervise the administrative/clerical team.

The anticipated retirement of 2 key staff has created the immediate need for a bookkeeper to perform the daily financial transactions and record keeping reports for our non-profit organization. The understanding of our cash flow management of the funding through grants, fees and donations is required before the new employee can be expected to advance to the full Finance Manager position. The ideal candidate for this full-time position (40 hours/wk.) will possess strong financial and operational experience, excellent written and verbal communication skills, a high degree of professionalism, and never fail to be confidential and courteous. Successful candidates must also demonstrate a proficiency using the QuickBooks accounting program, MS Office skills (Word, Excel, Access, and Outlook) the ability to multi-task and a minimum 3 years of experience in an office setting or similar experience.

Advanced education/training in accounting is required. The salary package (\$45K - \$60K/yr.) is commensurate with education and experience, and includes a signing bonus and excellent benefits. The position is expected to start Sept. 24, 2018.

Application, cover letter, resume, and 3 character/work references must be received by August 24, 2018. Application forms available at [www.lancasterconservation.org](http://www.lancasterconservation.org). Please send to:

Personnel Committee  
Lancaster County Conservation District  
1383 Arcadia Rd, Room 200  
Lancaster PA 17601

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