

Lebanon County Conservation District

Job Announcement

December 20, 2024

POSITION: **Administrative Assistant**
LOCATION: Lebanon County Conservation District
2120 Cornwall Road, Suite 5
Lebanon, PA 17042
AVAILABLE: January 2025 - **Applications accepted through January 10, 2025**
HOURS: Part-time, 20-30 hours per week, flexible, 7:30am – 4:00pm
SALARY RANGE: \$25/hour based on experience

Lebanon County Conservation District is seeking a skilled Administrative Assistant!

We are looking for one talented individual, who has a pleasing personality, to complement our small yet accomplished staff. We expect our Administrative Assistant to be qualified in QuickBooks, exceptional in Excel, outstanding in Office and proficient with payroll. A passion for conservation and Lebanon County is an added bonus!

Lebanon County Conservation District is fortunate to be able to provide incredible benefits for our employees. In addition to generous vacation, sick and paid time off, we also offer exceptional medical, dental, and vision benefits.

If you feel you have the dedication, optimistic attitude, hard work ethic, and skills to complement our accomplished staff, we'd love to hear from you.

Candidates are encouraged to submit application, resume and cover letter electronically to hannah.hartman@lccd.org.

An Equal Opportunity Employer

Lebanon County Conservation District
2120 Cornwall Road, Suite 5
Lebanon, PA 17042

Job Description: Administrative Assistant
Approved By: Board of Directors
Date Approved: May 18, 2017

HOURS: Part-time, 20-30 hours per week, flexible, 7:30am – 4:00pm

ACCOUNTABILITY: Employee reports to District Manager

RESPONSIBILITIES:

Financial Bookkeeping

- Manage receivables and payables
- Implement accrual accounting via Quickbooks
- Conduct internet banking
- Reconcile petty cash distributions
- Prepare payroll
- Assemble monthly financial reports
- Organize quarterly reports, invoices and reimbursement requests
- Assist auditing firm with annual audit
- Other duties as assigned

Office Administration

- Implement courteous customer service skills
- Perform clerical tasks associated with Board of Directors Meetings
- Serve as point of contact for office supplies, postage, equipment and vehicles
- Review time sheets and verify electronic time trackers
- Maintain leave accrual/usage spreadsheets
- Assist district staff with outreach events such as Tree & Plant Sale and Envirothon
- Maintain and update website
- Other duties as assigned

PERFORMANCE STANDARDS: Employee will be evaluated on performance and is expected to consistently meet or surpass all requirements and expectations. Employee is required to be dependable. Employee shall apply knowledge and skills necessary to accomplish tasks. Employee is expected to remain current with program changes and to obtain and apply new skills required to maintain an optimum level of job performance. Employee is expected to analyze problems and develop solutions in an effective and timely manner while assuming responsibility for completing obligations and actively seeking assignments. Employee shall make every effort to respond promptly and sensitively to customer concerns and apply discretion in choosing a method of response. High standards of organization are required to achieve maximum productivity.

PHYSICAL DEMANDS: Job may require walking and traversing all types of terrain in all weather conditions, occasional climbing and occasional lifting up to 25 pounds.

REQUIREMENT: Possess a valid motor vehicle operator's license as issued by Commonwealth of Pennsylvania.

Lebanon County Conservation District reserves the right to add or change duties at any time.

THE LEBANON COUNTY CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER