

FINANCE MANAGER
LANCASTER COUNTY CONSERVATION DISTRICT

The Lancaster County Conservation District has an opening for a Finance Manager. The person in this position will be a strategic thought-partner, but also a hands-on and participative manager in the internal operations of the Conservation District. The Finance Manager is responsible to oversee the financial integrity and procedural standards of the District's operations by working with policies and guidelines that were approved by the Board of Directors. This position will also act as a co-supervisor of the clerical support team. The Finance Manager position is classified as at-will exempt and works under the direct supervision of the District Manager and the Board of Directors.

Minimum Qualifications:

- Four year degree in accounting/financial management or related field
- Proficiency using the QuickBooks accounting program, MS Office skills (Word, Excel, Access, and Outlook).
- A minimum of 3 years of experience in an office setting or similar experience
- Human Resource and or Business Management experience is a plus
- Valid driver's license, and personal vehicle

Starting Salary: \$45,000 -\$60,000 commensurate with experience and excellent benefits package, plus a \$2,400 signing bonus.

Required Application Information:

- District Application (available at www.lancasterconservation.org)
- Cover Letter
- Resume
- Official College Transcript
- 3 Character/work references

Required application information must be received by November 2, 2018. Please send to:

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

Lancaster County Conservation District is an Equal Opportunity Organization