

FINANCE MANAGER NEEDED

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

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 one who is never failing 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 starting salary package (\$45K - \$60K/yr.) is commensurate with education and experience, but includes a \$2,400. signing bonus and excellent benefits. The position is expected to start as early as March 11th 2019.

Application, cover letter, resume, and 3 character/work references must be received by Feb 22nd 2019. Application forms available at www.lancasterconservation.org. Please send to:

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

Lancaster County Conservation District is an Equal Opportunity Employer