

Pennsylvania Association of Conservation Districts (PACD)

VACANCY ANNOUNCEMENT PART-TIME BOOKKEEPER (Hybrid)

Position Title: Part-Time Bookkeeper

Number of Positions Available: 1

Salary Range: \$20-25/hour

Location: This is a hybrid position with 2-3 days in the office at 5925 Stevenson Ave., Suite A, Harrisburg, Pennsylvania and 1-2 days working remotely.

Schedule: Part-time, 30 hours per week

About PACD

The Pennsylvania Association of Conservation Districts (PACD) is a non-profit, 501(c)(3) organization that strengthens and supports Pennsylvania's 66 county conservation districts. PACD provides leadership, resources, and advocacy to help conservation districts protect and improve Pennsylvania's natural resources.

Duties:

PACD seeks a detail-oriented, organized, and reliable **Part-Time Bookkeeper** to manage day-to-day financial transactions, maintain accurate accounting records, and support compliance with nonprofit financial requirements. This position is ideal for an individual with strong bookkeeping experience, preferably in a nonprofit setting.

Responsibilities and Duties:

- Record and reconcile all financial transactions, including accounts payable, accounts receivable, payroll entries, and deposits.
- Process invoices, checks, and payments in a timely and accurate manner.
- Reconcile monthly bank and credit card statements.
- Maintain the general ledger and chart of accounts.
- Prepare monthly, quarterly, and year-end financial reports for the Executive Director and Board of Directors.
- Prepare journal entries as needed
- Assist with budget preparation and monitoring.
- Support annual audit and tax filings by preparing documentation for external accountants.
- Ensure compliance with nonprofit financial policies, procedures, and funder requirements.
- Process and prepare payroll
- Prepare quarterly grant reports
- Maintain organized digital and paper financial records.
- Perform other financial or administrative tasks as assigned.
- Assist in preparing and attending state wide meetings

Qualifications:

Required Skills

- Minimum of 2 years of bookkeeping/accounting experience, preferably with nonprofit organizations.
- Proficiency with **QuickBooks (online or desktop)** and Microsoft Office (Excel, Word, Outlook).
- Strong attention to detail, accuracy, and organizational skills.
- Ability to maintain confidentiality and work independently.

- Excellent communication and time management skills.

Preferred Skills

- Online QuickBooks experience.
- Knowledge of nonprofit accounting standards and grant reporting.

Education:

Associate's degree in accounting, finance, or related field; or equivalent professional experience.

Work Schedule:

- Part-time, 30 hours per week. Hours are somewhat flexible.
- This is a hybrid position with 2-3 days in the office in Harrisburg, Pennsylvania and 1-2 days working remotely.
- Flexible schedule; partial remote work.
- Occasional travel is required.

Benefits & Salary:

Hourly wage commensurate with experience (\$20–\$25/hour). Relocation expenses will not be provided. Paid PTO (prorated for part-time) and 10 holidays.

How to Apply:

Candidates must submit a resume and cover letter to the PACD:

Please apply by e-mail with the subject heading "Bookkeeper" to jobs@pacd.org.

Deadline for Application:

All application materials must be received by 4:30 pm EDT on **October 22, 2025**.