



# Clearfield County Conservation District

6395 Clearfield Woodland Highway, Suite 2 - Clearfield, PA 16830

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## Job Description – Administrative Assistant

**Pay commensurate on education and experience**

**General Description:** The Administrative Assistant is to provide administrative and clerical support to the District Manager, Technicians, and the Board of Directors necessary for the overall successful operation of the Conservation District Office. The position is directed by the policies of the Clearfield County Conservation District.

**Responsibilities:** To perform this job successfully, an individual must be able to satisfactorily perform duties within the following programs that include but are not limited to the following:

- Maintain accounts for all District income, expenditures, reimbursements, and payroll. This includes, but not limited to, payroll processing, retirement reporting/paying, insurance reporting/paying, invoicing clients, preparing contractor 1099's, and writing checks
- File all payroll related forms and payments, including all payroll taxes, and W-2's
- Track employee timesheets, PTO, and comp time
- Maintain files and related information for delegated programs handled by the District
- Keep financial records for all grants, including tracking funds and paying bills
- Attend and record minutes for all District Board and committee meetings
- Prepare monthly District Agenda, previous month's financials and meeting minutes, and distribute appropriately
- Answer all phone calls, forward messages where appropriate, greet guests, and coordinate with Technicians schedules
- Help coordinate the Annual Tree Sale, organize all pre-sales, create the profit and loss for the event, and file and pay State Income Tax
- Assist in the coordination and participation of all special events
- Compile and file the Annual Report
- Work with the auditors to provide all financial information necessary for the Annual Audit
- Keep the District Manager informed on matters relevant to planning and public relations
- Assist District Manager in the preparation of the Annual District Budget
- Assist District Manager and be responsible for the office in the District Manager's absence
- Order and maintain all office supplies and equipment

### Required Knowledge, Skills, and Abilities:

- A preferred Associate Degree in Accounting, or B.S. in Business or related field, with training in office procedures, bookkeeping, computer operations (Microsoft Programs), and database and financial management software (QuickBooks).
  - A minimum of 2 years office experience and a minimum of 5 years QuickBooks experience (preferably QB Online).
- Ability to maintain an organized office, be detailed oriented, dependable, optimistic, and upbeat.
- Proficient in Microsoft Programs and QuickBooks, with good knowledge of spreadsheets and good with numbers.
- Must be able to perform routine duties without direct supervision both in an office and remote settings.
- Must be able to effectively communicate verbally and in writing.
- Other duties performed as assigned. The Clearfield County Conservation District (CCCD) reserves the right to add or change the duties of this job description at any time.

**Physical Demands:** This position requires the ability to lift office supplies (i.e., box of paper), and be able to attend and help at indoor and outdoor events.

**Accountability:** The Administrative Assistant reports directly to the District Manager and ultimately to the CCCD Board of Directors.

**Additional Requirements:** Possess a valid motor vehicle driver's license and maintain a reliable personal vehicle. Mileage will be reimbursed at the applicable state rate. Must pass criminal background check and child abuse history check.

**The Clearfield County Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**