

**JOB DESCRIPTION**

**Financial / Administrative Assistant  
Northumberland County Conservation District**

*FLSA Classification: NON-EXEMPT*

*Date Last Filled: April 17, 2007*

**General Statement of Duties**

The Financial / Administrative Assistant provides accounting, administrative and staff support to the general duties of the District. He/she provides all necessary organizational support and is responsible for a variety of other tasks.

**Organizational Relationships**

The Financial / Administrative Assistant serves directly under the District Manager.

This position is subject to the direction and wishes of the District Manager and the Board of Directors of the NCCD. When there appears to be a conflict between this description and the direction of the NCCD, then the instructions from the District Manager and the Board will control the actions of the Administrative Assistant position.

**Job Duties and Responsibilities****General Office Duties**

- Answer incoming calls to District lines and route calls as needed.
- Greet visitors and direct them to appropriate staff person; screen visitors to control interruptions.
- Sort incoming mail and distribute to appropriate staff.
- Keeps record of monthly copies and postage used for each department for quarterly program reimbursements.
- Submits allotment and EE Center rent requests to the county.
- Routinely re-order department supplies, researching cost comparisons for vendors to maintain cost effectiveness and quality.
- Process incoming bills and outgoing checks; process incoming checks and deposits.
- Maintain master calendar of staff schedules.
- Maintain and update databases as needed.
- Provide meeting support as needed (e.g., scheduling conference rooms, coordinating food and logistics).
- Lead staff person in providing support of mailings or coordinating bulk mailing processes.
- Organize District credit card receipts from staff and compile information into monthly treasurer's report and Quick Books; copy all receipts for District Manager to review.
- File Local, State, Federal taxes, pension, and payroll deductions.
- Take Deposits to Banks
- Writes Checks to be signed by the Board
- Assist with payroll and accounting procedures

**ADDITIONAL JOB FUNCTIONS**

- Provide administrative support to staff as needed.
- Attends the weekly staff meeting; records minutes of meeting.
- Assists with the organization of District fundraisers, including the affiliate drive.

- Prepares monthly Board meeting packet and sends out one week prior to the Board meeting; prepares meeting packets for actual meeting; attends the monthly District Board meetings and reports to the Board of Directors on all activities and accomplishments for the month in the form of a monthly written report; records minutes of the Board meeting; keeps minutes and monthly reports organized in an annual binder.
- Maintains daily narrative of work activity, accurate timesheet, compensatory time log and mileage log. Turns in daily log on a weekly basis and timesheet, compensatory time log and mileage log on a monthly basis.
- Updates NCCD scrapbook with newspaper articles featuring District activities.
- Assists with the realization of the District’s annual work plan.
- **This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Other duties may be required and assigned by the District Manager and/or the NCCD Board of Directors.**

## **WORKING CONDITIONS**

- Works primarily indoors with adequate work space, lighting temperatures and ventilation.
- Subject to frequent disruptions and moderate stress.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Skill in working with the public. Ability to communicate effectively, both orally and in writing. Ability to listen and be objective. Ability to develop and maintain relationships.
- Ability to utilize information such as administrative procedures manuals, computer languages; knowledge of computer word processing, database, QuickBooks, and spreadsheet software and ability to operate computers.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to travel overnight and/or multi-day when necessary to attend functions related to training.
- Must have patience, tact, a cheerful disposition, enthusiasm and the willingness to handle a wide range of individuals.

## **MINIMUM QUALIFICATIONS**

- A minimum of three years financial / administrative support experience or bachelor’s degree in accounting or related field preferred.
- Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and Fingerprinting immediately upon hiring and every 4 years.
- Must have a clean driving record. A valid Pennsylvania driver’s license is required.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.*

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

*Last Updated: February 23, 2022*