



20 Windmill Hill #4, Burnham, PA 17009 • (717) 248-4695

## Job Announcement: Office Assistant (Part Time)

The Mifflin County Conservation District is seeking qualified candidates for a part time Office Assistant position! We are looking for individuals who are passionate about natural resource conservation and want to make a difference in their community!

Position responsibilities include operational and fiscal support for the District office. This position will assist with accounting, quarterly/annual reports, office communications, advertising, events, and the overall operations of the District. The full job description is attached to this announcement.

Other position details: Must be able to work 2 days per week (14.5 hrs.). Hourly rate is dependent upon education and experience. Must be able to attend monthly board meetings and District events (requiring some evening work).

Interested candidates should submit a cover letter and resume to [mifflinconservation@mifflinccd.com](mailto:mifflinconservation@mifflinccd.com).

This position will remain open until filled.

**The Mifflin County Conservation District is an Equal Opportunity Employer**

**JOB DESCRIPTION**  
**Office Assistant (Part Time)**  
Mifflin County Conservation District

JOB DESCRIPTION: the Office Assistant provides operational and fiscal support for the District office. The Office Assistant is responsible for assisting with the accounting functions of the office; receiving payments/reimbursements for various services, processing invoices, and producing summary reports. The Office Assistant is also responsible for assisting with quarterly/annual reports, office communications, advertising, events, and the overall operations of the District.

JOB DUTIES AND RESPONSIBILITIES:

1. Greets public, answers telephone, refers inquiries & requests for assistance to appropriate district staff or cooperating agency, sorts & distributes mail.
2. Assists in the maintenance of financial records using accounting software (QuickBooks) for accuracy & efficiency, enters financial data regularly to maintain up-to-date records.
3. Attends monthly board meetings and takes minutes. Prepares minutes for board packets and approval.
4. Assists the District Manager with quarterly reporting by providing appropriate financial figures, reports, and records.
5. Assists with the completion of the annual financial audit and programmatic evaluations.
6. Maintains daily records of time spent in all work activities with each respective program and maintains technical proficiency by attending appropriate trainings.
7. Provides assistance to staff as necessary, performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's/Associates degree in business administration, accounting, agri-business, or related field.
2. Proficient in QuickBooks, Microsoft Office Suite (Excel, Word, PowerPoint), Adobe Suite, and other accounting software that may be needed. Also familiar with web applications for banking and reporting. Able to learn new software and information technology skills as needed.
3. Must have the ability to communicate effectively with people and write concise and meaningful correspondence and reports.
4. Ability to work effectively in an office environment and help maintain an efficient and pleasant office atmosphere.
5. Must be willing to develop a working knowledge of grant programs and various delegation agreements between public offices and the District.
6. Must possess a valid PA driver's license.

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