

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**17 Finance Manager - CONSERVATION**  
**40 hrs/wk – \$21.5742/hr**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 06/05/2024

REMOVE: OPEN UNTIL FILLED

**JOB DESCRIPTION**  
**FINANCE MANAGER**  
Monroe County Conservation District

GENERAL STATEMENT OF DUTIES: The Finance Manger will be a strategic thought-partner, but also to be a hands-on and participative manager in the internal operations of the Conservation District. The Finance Manager is responsible to oversee the financial integrity and procedural standards of the District's operations by working with policies and guidelines that were approved by the Board of Directors. The Finance Manager position is classified as an at-will exempt and works under the direct supervision of the District Manager.

JOB DUTIES AND RESPONSIBILITIES

**Primary Responsibilities: Financial Management**

- a. Oversee daily financial operation of the organization. Analyze and present financial reports for the Board, auditor, Commissioners, and State Conservation Commission in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials and oversee all financial, project/program and grants accounting.
- b. Manage organizational cash flow and forecasting.
- c. Work with external partners including third-party vendors and consultants. Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing is timely and that financial data and cash flow are steady and support operational requirements.
- d. Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- e. Coordinate and partner on the annual budgeting and planning process in conjunction with the District Manager and the Budget and Finance Committee; administer and review all financial plans and program budgets; monitor progress and changes; and keep District Manager abreast of the organization's financial status.
- f. Coordinate quarterly report submissions with program leads to see that all grant and delegated program quarterly reports are submitted accurately and timely. Assist with the financial portion of program quarterly reports where requested.
- g. In the absence of the Grants Lead complete quarterly reports and submissions for reimbursement for all grants as required.
- h. Assist the County's I.T. Specialists in the day-to-day problem solving of technology issues (computers, printers, phones, copy machines, etc.). Serve as primary point person for bringing in outside assistance.

**Secondary Responsibilities: Human Resources, Technology and Administration**

- a. Participate in the orientation of new employees to ensure they get the necessary training relative to the personnel manual and office procedures
- b. Co-supervise the administrative support team and work with Program managers to ensure adequate clerical coverage is provided for all District programs and activities.
- c. Review the District's insurance needs annually and bring any suggested updates to the District Manager.
- d. Track and maintain a list of overall District assets. Maintain an inventory list with serial numbers, purchase price, and source of funding for audit proposes. Document and assist in the process of disposing of unneeded equipment.
- e. Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- f. Oversee the maintenance of the District's Historical Records.

#### DISTRICT ACTIVITIES

- a. Assist District Manager with special projects as assigned.
- b. Represent the District at local or regional meetings at the request of the District Manager.
- c. Assist program managers or clerical staff on special projects as requested.
- d. Assist with Board item suggestions and write-ups.
- e. Serve on MCCD Board committees as assigned.
- f. Serve on MCCD staff committees as assigned.
- g. All other duties as assigned.

#### Specific tasks will include:

1. Prepare incoming checks for deposit, process bills for payment and write checks for the required signatures. Enter electronic wire transactions into Quickbooks.
2. Maintain files for all financial records.
3. Invoice all reimbursement requests into Quickbooks.
4. Keep record of and pay Director mileage semi-annually.
5. Keep W-9s on file for District vendors.
6. Prepare and mail 1099s to landowners/vendors and IRS (with Form 1096).
7. Report and pay PA sales tax according to state established schedule.
8. Open and close Certificates of Deposits at the request of the Board of Directors.
9. Maintain a list of approved financial institutions for doing District business.
10. Maintains accurate confidential employee records, including job descriptions and related forms.
11. Assist Administrator with employee relations, the development of HR policies, interpretation and application.
12. Serve as backup employee for taking minutes at Board meetings.

This job description has been designed to indicate the general nature and level of work performed by employees in this position. It is not intended to contain or to be interpreted as a comprehensive listing of all duties, responsibilities, and qualifications required of employees assigned to this position. This job

description is subject to change, but remains in effect until superseded or canceled in writing by the District Manager.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Revised 12/13/2019