



Washington County Conservation District

50 Old Hickory Ridge Road, Suite 1

Washington, PA 15301

Phone: 724-705-7098

Fax: 724-249-2519

January 10, 2022

Vacancy Announcement: **Administrative Assistant**

The Washington County Conservation District is looking for candidates to immediately fill a full-time position as an Administrative Assistant.

Education requirements: High School diploma or GED required, Associate degree or higher, preferred. Must have detailed knowledge of Quickbooks Desktop.

The Administrative Assistant is responsible for providing general administrative and clerical support for WCCD. Must have working knowledge of financial transactions, develop financial reports, preparing and executing payroll and monthly and quarterly taxes utilizing Quickbooks Desktop. Provide administrative support to various WCCD programs and Board of Directors. Must have working knowledge of Microsoft Office Suite programs (Outlook, Excel, Word, Publisher, Sharepoint). Organize and maintain District records and files. Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and FBI Fingerprinting immediately upon hiring and every 4 years.

Salary: \$28,000 - \$32,000, commensurate with education and experience with full benefits package.

How to Apply: Interested candidates must fill out an application (see WCCD website at <http://pawccd.org/index.html> and submit a cover letter, a resume, and college transcripts (upon request) to the WCCD office at the address below or electronic submissions to email address, below). All application materials must be received by January 31, 2022.

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50 Old Hickory Ridge Road, Suite 1

Washington, PA 15301

Or

tthornburg@pawccd.org

Todd Thornburg
District Manager