

## **Program Administrator/Bookkeeper Position Announcement**

### **Overview:**

The Capital Resource Conservation & Development Council (Capital RC&D) is a locally led nonprofit that strives to improve the quality of life in our region by working with stakeholders to protect the natural resources and economic vitality of our community. Serving South Central Pennsylvania in Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, and York counties, Capital RC&D promotes the wise use and conservation of our natural and community resources. This is a part-time position requiring approximately 20-24 hours per week.

### **Duties and Responsibilities:**

- Monitor all project budgets from various funding sources and produce monthly reports and other required reporting.
- Manage all payroll duties for a staff that ranges in number between 22 and 30.
- Work with all subcontractors to ensure timely and well documented invoicing and reporting.
- Work with employees to ensure personnel policy compliance and appropriate reporting.
- Maintain internal computer-based accounting records using QuickBooks.
- Perform accounts payable and receivable activities.
- Create bimonthly financial reports for the RC&D Council and attend bi-monthly Council meetings.
- Prepare and manage all payroll tax obligations along with annual payroll and misc. financial forms.
- Support the activities of outside accountants with required information to assist in the annual audit of financial statements.
- Support the activities of the Capital RC&D Business Affairs Committee.
- Monitor Capital RC&D financial activities to ensure compliance with organizational policies, federal, state and local requirements and Generally-Accepted Accounting Principles (GAAP), corresponding OMB circulars and grant requirements
- Other duties as assigned

### **Requirements/Abilities/Skills:**

The preferred candidate shall have bachelor's degree in accounting or finance, but a candidate with similar work experience shall be considered. The Program Administrator must have at least 2 years experience in similar accounting or financial management position with more than 5 years a plus. Computer proficiency in QuickBooks (and/or other computer accounting programs) and Microsoft Office Suite is required. The Program Administrator shall have the ability to prepare financial reports and budgets as requested. This staff member should have good communication skills and the ability to work in a team setting within a small office environment. The candidate shall have good writing and composition skills as related to job functions.

### **Additional information:**

Questions about the position can be directed to Ann Basehore, Executive Director, at 717-241-4361 ext. 16 or via email: [abasehore@capitalrcd.org](mailto:abasehore@capitalrcd.org). For additional information about Capital RC&D, visit [www.capitalrcd.org](http://www.capitalrcd.org).

To apply please forward a resume in PDF format to [info@capitalrcd.org](mailto:info@capitalrcd.org) by February 15, 2023.

In lieu of a traditional cover letter, please answer the following questions in the body of the email:

- 1) What is your experience working with or serving on the board of a non-profit organization?
- 2) Are you familiar with QuickBooks? If not, please describe your accounting software experience.
- 3) Why are you interested in working for a conservation organization?
- 4) Is there anything not included on your resume that you would like to share about yourself or your work experience?

Capital RC&D is an equal opportunity employer.