



We work with the people who work the land.

## **Hanover-Caroline Soil & Water Conservation District**

13224 Hanover Courthouse Road, Suite 201

Post Office Box 446

Hanover, Virginia 23069-0446

(804) 537-3009

### **Hanover-Caroline Soil and Water Conservation District** **Administrative & Financial Professional**

Primary job responsibilities include maintaining accurate, detailed financial and administrative records to include accounts payable and receivable, grant support, contracts, reconciliations, budgets, and other fiduciary best practices. Routine administrative assistant support is to be provided to HCSWCD directors and staff including the planning, organization and implementation of board meetings, trainings, and programs. Other project responsibilities consist of strategic planning, annual reports, equipment rental program, website maintenance, and data entry associated with conservation practice cost-share programs. This position serves as the H-CSWCD receptionist by answering and directing phone calls and visitors to proper contacts and resources.

This position is full-time consisting of a 40-hour Monday-Friday workweek. District hours are 8:00 a.m.-4:30 p.m. Work schedule adjustments may be accommodated with prior notice. Technical skills required of this position include proficiency in QuickBooks, sound financial skills in accounting or bookkeeping, proficiency in typical office software including Microsoft Word, Excel, PowerPoint and Outlook. A successful candidate must also have excellent interpersonal, communication and customer service skills, demonstrated ability to multi-task and prioritize effectively, ability to work cohesively and productively in a collaborative team-based office environment and to work independently under general supervision. This position requires the physical ability to perform assigned tasks involving loading, lifting and carrying moderate weight (30 lbs.).

The successful incumbent must have relevant experience performing comparable financial and administrative support duties, have a valid Virginia driver's license and safe driving record. This position does require occasional travel. Salary is commensurate to education and experience. Benefits include retirement and life insurance through VRS and 100% employer paid health, dental and eye care HMO. To apply for this opportunity, a Virginia state employment application, resume, cover letter and 2 letters of recommendation must be submitted. If hired, the applicant will be required to participate in a federal background check. The deadline for the submission of applications is March 15<sup>th</sup> by 4:30 pm. The full job description is available online at: <https://www.hanovercounty.gov/480/Hanover-Caroline-Soil-Water-Conservation>. The H-CSWCD is an equal opportunity employer.