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LOUDOUN SOIL AND WATER CONSERVATION DISTRICT DISTRICT FINANCIAL ADMINISTRATIVE ASSISTANT (PART-TIME)

GENERAL DEFINITION OF WORK:

The District Financial Administrative Assistant performs professional work for the preparation and maintenance of District financial records. This includes: set-up and maintenance of District financial data in QuickBooks, provides financial reports to the District Board, provides requested reports to the District Operations Manager in a timely manner, provides information to the District Finance Committee for preparation of the annual budget request to Loudoun County Government; advises the District Board in relation to financial management. The District Financial Administrative Assistant completes reports required to maintain compliance with DCR Operating and Cost-share grants. Work is performed under the supervision of the District Operations Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Performs a variety of general accounting/bookkeeping functions, such as writing journal entries to general ledger, budget, processing NSF/stop payment checks, balancing accounts and general ledger, reconciling spreadsheets/reports and bank statements, researching financial discrepancies, maintaining, generating or submitting financial reports.
- Analyzes, tracks, and reviews general ledger activities to include preparing expenditure/revenue/balance sheet reports.
- Analyzes, tracks, and reviews budgeted revenue/expenditures; makes recommendations regarding account balances; prepares complex financial spreadsheets and related reports and presentations.
- Provides detailed financial information to the Finance Committee to assist in district's budget request to the County.
- Performs financial analysis and budget forecasting; prepares complex financial reports in QuickBooks for use at District and County BOS presentations. Position requires bonding through the Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation.
- Ensures District compliance with DCR grant agreements to include the distribution and tracking of all funds.
- Ensures adherence to all office and accounting/auditing principals, policies, and procedures.
- Establishes and maintains effective working relationships with government officials and the general public.
- Attends monthly SWCD Board meetings, staff meetings, and relevant inter-agency meetings, training, and workshops.
- Assists with and complete other tasks as assigned by the District Operations Manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient in QuickBooks and Microsoft Office computer programs.
- Thorough knowledge of the theory, principles, methods and practices of accounting.
- Possesses, or quickly develops and maintains, a comprehensive knowledge of the District's programs, services, and policies and program related requirements to ensure ongoing compliance with all funding and regulatory mandates as well as all program policies and goals.
- Thorough knowledge of the laws, ordinances and regulations governing financial practices of government entities (GASB, GAAP).
- Possesses, or quickly develops and maintains, a thorough knowledge of Virginia Agricultural Best Management Practices Cost-Share Program and other Virginia Department of Conservation and Recreation requirements for Soil and Water Conservation Districts to help ensure compliance with contract mandates.
- Ability to prepare and maintain complex financial reports and records.
- Ability to research and prepare financial information for inclusion in program reports.
- Ability to work independently as a self starter and manage time in an efficient manner.
- Develops and maintain effective working relationships in a team environment.
- Requires the ability to occasionally work extended, evening, and weekend hours for job related duties and activities, and to occasionally travel out of town for training and meetings, including occasional overnight or multiple days travel.

EDUCATION AND EXPERIENCE:

- An associate's or higher degree with course work emphasis in finance and/or accounting; supplemented by three years previous accounting or bookkeeping experience preparing and maintaining complex financial records and budget, preferably in QuickBooks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform this job.
- Successful applicant must be Microsoft Office and QuickBooks proficient. QuickBooks certification preferred.

PHYSICAL REQUIREMENTS:

- Work is subject to inside environmental conditions.
- Tasks involves frequent lifting and carrying moderate weight (15 lbs.).

SPECIAL REQUIREMENTS:

- Possession of valid Virginia driver's license and demonstrate a safe driving record.
- Complete a federal background check; credit check, and drug testing may be required.
- Obtain and maintain other appropriate certifications as directed by the District Board.