



## **Financial Administrative Assistant Position (Part-time)**

The Loudoun Soil and Water Conservation District (LSWCD) is seeking a part-time Financial Administrative Assistant for 20 hours each week. The District office is located in Leesburg, VA. The District Financial Administrative Assistant performs professional work for the preparation and maintenance of District financial records.

### **EDUCATION AND EXPERIENCE:**

Microsoft Office and Quickbooks proficiency required. An associate's or higher degree with course work emphasis in business and/or accounting; supplemented by three years previous experience in financial management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform this job. Quickbooks certification preferred.

Starting salary: \$28-\$32/hr. depending on education and experience. Limited benefits are offered with this position. Employment is conditional upon completion of a federal background check. There will be a six month probationary period for the chosen applicant. A full job description is available upon request.

Candidates must submit an application packet that includes: 1) completed District job application; 2) one-page narrative summarizing their experience and 3) cover letter. Resumes will not be accepted in lieu of a completed District job application. Applications that say "see resume" and incomplete applications will not be considered. Job application and narrative form is available at: [lswcd.org](http://lswcd.org) and must be mailed to: Loudoun SWCD, Attention: Suzanne Brown, District Operations Manager, 30 Catoctin Circle, SE, Suite 218; Leesburg, VA 20175 or emailed to [suzie.brown@lswcd.org](mailto:suzie.brown@lswcd.org). Application packets must be postmarked by June 3, 2022. *The Loudoun Soil and Water Conservation District is an equal opportunity employer.*