

The Armstrong Conservation District is anticipating hiring an Office Manager later this year. The ideal candidate will have at least 1 year experience using the QuickBooks accounting software and possess at least a 2 year associate degree in business or a related field. Job Duties include but are not limited to: Assuring that work requirements are carried out with efficiency and accuracy; answers phones, inquiries and greets public, directing same to appropriate staff members and/or taking messages; prepares outgoing mail, distributes incoming mail and signs for deliveries and certified mail; prepares and distributes forms, letters, grant applications, monthly, quarterly and annual reports and other documents as directed; performs general clerical duties such as data entry, copying, proofreading and printing; maintains and updates files including payroll, billing information and other district documents; maintains and tracks department payroll, purchasing, expense accounts/trainings, vehicle/equipment maintenance and repair; implements any new procedures and assures work is done orderly and timely.

The position is full time (40 hours per week) Monday- Friday with occasional evening meetings and weekend work required. The following benefits are provided after successful completion of a 90 day introductory period: Vacation, sick and, personal time, a contributory retirement and health insurance plan, and disability and life insurance. To apply for this position, you are required to fill out the District employment application which you can obtain by calling 724-545-3642 or by emailing the District at drrupert@co.armstrong.pa.us Applications will be accepted until the position is filled. The District considers qualified applicants for all positions without regard to race, color, religion, national origin, sex, age, ancestry, service animals, familiar status, veteran status, gender, non-job related disability, or any other legally protected status.