



NORTHCENTRAL PENNSYLVANIA CONSERVANCY  
Bookkeeper

The Northcentral Pennsylvania Conservancy (NPC) is a regional land trust working in 12-counties to conserve and enhance the lands and waters of northcentral Pennsylvania. This work supports the environmental well-being and recreational needs of local communities.

**Summary of Position:**

The Bookkeeper is responsible for various accounting and administrative tasks that support the operation and efficiency of NPC. The Bookkeeper reports to the Executive Director and does not supervise any staff. The position is part-time (approximately 15 to 20 hours a week) and requires the person to work out of the NPC office, presently located outside of Montoursville, PA.

**Responsibilities include but are not limited to:**

*Accounting*

1. Enter invoices, process payments, and print checks for the payables in a timely manner
2. Conduct and prepare a monthly reconciliation of all NPC's bank accounts
3. Reconcile other financial accounts – grants, line of credit, petty cash, etc.
4. Prepare monthly reports for the Treasurer to present to the Board
5. Record and track grant funds and expenses
6. Record and track receivables
7. Record deposits and deliver them to the bank
8. Enter timesheets, process payroll and its related liabilities and reporting
9. Comply with local, state, and federal government reporting requirements
10. Prepare reports and information for the Treasurer on an as needed basis
11. Prepare tax forms such as W-2s, 1099s, and the associated reporting to the IRS
12. Provide information to the external firm that prepares NPC's financial statements, IRS Form 990, and PA Bureau of Charitable Organizations registration
13. Monitor fixed assets and inventory
14. Collect sales tax and remit to the Commonwealth
15. Assist the Executive Director and other staff in preparing budget proposals

*Fundraising/Development*

- ♦ Assist in reconciliation of the database to the financial records
- ♦ Prepare reports on membership donations, fundraising efforts, as well as fundraising appeals
- ♦ Ensure income from events and appeals are properly recorded in the financial records

*Administrative*

- ♦ Maintain an orderly accounting file system





**Northcentral  
Pennsylvania  
Conservancy**

- ♦ Assist the Executive Director in maintaining the physical, financial, and human resources needed by NPC once a budget is approved

**Qualifications:**

- ♦ A minimum of an Associate's degree or related work experience
- ♦ Knowledge of bookkeeping, Generally Accepted Accounting Principles, and aspects of accounting specific to non-profits (grants, donations, membership income, etc.)
- ♦ Clearly demonstrated experience and skills related to the performance of the above responsibilities
- ♦ Strong written and verbal communication skills
- ♦ Attention to detail.
- ♦ Ability to work accurately, independently, and efficiently.
- ♦ Ability to interact and communicate with people in one-on-one situations.
- ♦ Experience in developing work plans, and successfully executing work plans
- ♦ Experience with QuickBooks and Excel

**Compensation:**

This is a part-time position. The pay range is \$15.00 to \$20.00 an hour based on experience.

**To Apply:**

Please send a cover letter, resume, and three references to Renee' Carey either by email ([rcarey@npcweb.org](mailto:rcarey@npcweb.org)) or regular mail (Northcentral Pennsylvania Conservancy, PO Box 2083, Williamsport, PA 17703).

Resumes are due by April 10, 2024. Review and phone interviews will begin upon receipt of resumes.

