

COUNTY OF LEBANON

Job Announcement

Posting Date: October 6, 2021

Position:	<i>Accounting Clerk C</i>
Department:	<i>Treasurer's Office Room 103, Municipal Building 400 S. 8th Street Lebanon, PA 17042</i>
Available:	<i>Immediately</i>
Bargaining Unit:	<i>None</i>
Hours:	<i>8:00AM- 4:30PM, Monday through Friday</i>
Pay Grade:	<i>Grade 5 (Non-union Pay Chart)</i>
Salary Range:	<i>\$858.4861 Bi-weekly</i>
Full-time Employee Benefits:	<i>*Paid health, vision, and prescription insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available</i>

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Wednesday, October 20, 2021.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine clerical accounting/fiscal tasks in the County Treasurer's Office. Serves as a cashier receiving large sums of money for licenses, fees, permits, taxes, etc. Balances daily collections and disbursements, and prepares financial reports as instructed. Performs other clerical and administrative functions as required such as receiving and distributing mail, typing financial reports and correspondence, answering telephone, taking messages and routing calls. Performs financial entry work on computer terminal.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Some clerical-accounting experience and completion of a standard high school course; ability to type; working knowledge and ability to use personal computer; Excel applications, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Application and resume submission options:

1. Scan and email your application and resume directly to:
Human Resources
Email: Apply@lebcnty.org

2. Mail:
ATTN: Leeanne Shank, Human Resources Assistant
Room 200
400 S. 8th Street,
Lebanon, PA 17042

2. Fax: (717) 675-2668

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