



COUNTY OF LEBANON

Job Announcement

Posting Date: May 18, 2022

Position:	Fiscal Assistant
Department:	Area Agency on Aging 710 Maple Street Lebanon, PA 17046
Available:	Immediately
Bargaining Unit:	NONE
Hours:	Temporary - Full or Part Time 8:00AM- 4:30PM, Monday through Friday
Pay Grade:	NU11-1
Salary Range:	\$ 17.83/hr.

- **The following documents must be submitted for consideration:**
 - **County of Lebanon Application**
 - **Resume**
- **Applications will be accepted through OPEN**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This Fiscal Assistant position involves standard bookkeeping activities related to the fiscal department of the (AAA) under the supervision of the AAA Fiscal Officer. Duties include the weekly verification and coding of invoices for payment, preparation and recording of cash receipts, and the preparation and posting of routine journal entries. The Fiscal Assistant will prepare and maintain other routine accounting documents, and assist in preparing monthly reports, periodic reports to the state and the agency budget. Work is completed in accordance with sound accounting and bookkeeping principles and in adherence to AAA policies and procedures. The Fiscal Assistant works with other fiscal and AAA staff, consumers, providers and other entities as necessary to complete duties in a timely and accurate manner.

Applicants hired for this position may have the opportunity to be placed in a regular position.

Applicant selected will be referred to an employment agency for payroll processing. **Please call or send an email to Charlene Keeney to set up an interview** at 717 273-9262 or email @ ckeeney@lebcnty.org

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