

COUNTY OF LEBANON

Job Announcement

Posting Date: May 4, 2021

<i>Position:</i>	Fiscal Assistant
<i>Department:</i>	Department of Emergency Services Municipal Bldg. 400 S. 8 th Street, Room 12 Lebanon, PA 17042
<i>Available:</i>	May 10, 2021
<i>Bargaining Unit:</i>	None
<i>Hours:</i>	Monday – Friday, 8:00AM to 5:00PM
<i>Pay Grade:</i>	7-1
<i>Salary Range:</i>	\$1,058.22 Bi-weekly and up dependent upon experience

- **A County of Lebanon Application must be submitted for consideration**
 - *Resume is recommended, however, is optional unless otherwise stated below*
- **Applications will be accepted through Tuesday, May 11, 2021.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position performs difficult clerical tasks in regards to keeping financial accounts and records, and performs other related duties as necessary. Work involves processing, maintenance and review of fiscal and statistical records and financial transactions. The work is performed under general supervision. More specific duties are as follows: assists in the preparation and the presentation of the annual budget; tracks department budget and expenses; processes invoices, bills and reimbursements; assists in billing for Hazmat services, radio expenses, public safety fees, etc; processes grant applications and tracks grant expenditures/deadlines; manage payroll; conducts financial reconciliations; assists the County Controller's Office on department related audits; maintains and updates training files, along with standard clerical duties.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Considerable knowledge of modern account keeping and reconciliation practices. Ability to operate and understand a computer along with good knowledge of Microsoft Word and Excel. Some experience in bookkeeping or clerical accounting required. Experience using QuickBooks or similar accounting software preferred. High school diploma required. Must be able to pass a background check.

An Equal Employment Opportunity Employer

Application and resume submission options:

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

Mail:
ATTN: LeeAnne Shank, Human Resources Assistant
Room 200
400 S. 8th Street,
Lebanon, PA 17042
Fax: (717) 274-8094