

City of Lebanon Authority- Lebanon, PA

Assistant Billing/Accounting Manager

This is a highly responsible administrative position. This person will perform job functions that require efficiency, accuracy, judgement, concentration, and organization. Responsibilities include supervising the Billing/Accounting Clerks, as well as the day-to-day operations of water/sewer billing, accounts payable, and accounts receivable.

A Bachelor's degree in Accounting, Finance, or closely related field is required. A minimum of three to five years of experience at progressive levels of responsibility in accounting related positions or any combination of training and experience which provides the required knowledge, skills, and abilities is preferred.

Required:

Previous cash handling experience.

Valid Driver's License.

Personal computer experience.

Ability to handle large amounts of cash.

Ability to balance a cash drawer and assist employees in reconciling discrepancies.

Ability to deal effectively and courteously with the public both by telephone and in person.

Desired:

Minimum of three to five years of work experience in a business office.

Previous experience in local government accounting.

Previous experience in utility billing.

Previous customer service experience.

Please send resumes to jebersole@lebanonauthority.org.