

# **Job Posting: Full-Time Bookkeeper**

**Municipal Sanitary Authority of the City of New Kensington**

**Location:** 120 Logans Ferry Road, New Kensington, Pennsylvania 15068

**Employment Type:** Full-Time

The Municipal Sanitary Authority of the City of New Kensington is seeking a reliable and detail-oriented **Full-Time Bookkeeper** to manage the Authority's daily financial and accounting operations. This position is essential to maintaining accurate financial records and supporting the Authority's fiscal responsibility to the public.

## **Key Responsibilities**

- Maintain accurate financial records and general ledger entries
- Process accounts payable and accounts receivable
- Prepare and issue customer billings and track payments
- Perform bank reconciliations and monitor cash flow
- Payroll processing and related reporting
- Prepare monthly, quarterly, and annual financial reports
- Assist with budgeting, audits, and regulatory compliance
- Maintain organized financial files and records
- Provide financial and administrative support to Authority management
- Attend monthly board meetings

## **Qualifications**

- Associate degree in accounting, finance, or a related field, or equivalent experience
- Previous bookkeeping or accounting experience; municipal or public-sector experience preferred
- Knowledge of generally accepted accounting principles (GAAP)
- Proficiency in accounting software and Microsoft Office, particularly Excel
- Strong attention to detail and organizational skills
- Ability to work independently and maintain confidentiality
- Strong communication and interpersonal skills

## **Preferred Qualifications**

- Experience with municipal accounting or sanitary sewer authority operations
- Familiarity with utility billing systems
- Experience supporting audits and financial reporting

## **Compensation and Benefits**

- Competitive salary commensurate with experience

- Comprehensive benefits package, including health insurance, retirement plan, and paid time off

## **How to Apply**

Interested candidates should submit a resume and cover letter by January 23, 2026, to the Municipal Sanitary Authority of the City of New Kensington, 120 Logans Ferry Road, New Kensington, Pennsylvania 15068 or email at [kkaplan@msank.org](mailto:kkaplan@msank.org)

## **Equal Opportunity Employer**

The Municipal Sanitary Authority of the City of New Kensington is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status under applicable law.