

Secretary – Information Technology

Lackawanna County is seeking a Secretary for the Information Technology Department. This position reports to the Director of Information Technology.

Hours are 9:00AM – 4:00PM

KEY RESPONSIBILITIES

- Entering and scanning Information Technology invoices into the county financial system.
- Process and maintain invoice batches, accounts receivable and procurement.
- Document filing and organization of departmental absentee forms and overtime sheets.
- Maintaining time and attendance through Stromberg/Kronos application for Information Technology department.
- Answer office phone extension and the director's private lines.
- General filing, copying, printing, and scanning of office related documents.
- Greet guests and manage front office door.
- Other general secretarial duties may be required at the request of Information Technology management.

KEY QUALIFICATIONS

- Must have proficient computer skills including Microsoft Office.
- Experience working with financial software.
- Experience working with time and attendance software.
- Experience in accounts payable, accounts receivable and procurement.
- Strong organizational, interpersonal and analytical skills with the ability to prioritize duties, complete work within deadlines, and transition from assignment to assignment effectively.
- Experience with data entry.

EXPERIENCE & TRAINING

- High school graduate or GED equivalent required; Associates degree or higher is strongly recommended.
- Past experience as a secretary is preferred.
- Combinations of experience and education may be considered.

Please submit your resume, application, and letter of interest no later than June 23, 2011 to:

Human Resources, Attn: HR Analyst
Lackawanna County Administration Building
200 Adams Ave 6th Floor
Scranton PA 18503
petersens@lackawannacounty.org

EOE