

## **Office Assistant – Lackawanna County Prison**

Lackawanna County Prison is currently seeking an Office Assistant to work closely with the Business Manager. Hours are Monday through Friday, 8:30A-4:30P.

### **KEY RESPONSIBILITIES**

- Accounting duties which include; data entry, coding, accounts payable, accounts receivable and general ledger, report preparation and generation.
- Reviews cash deposits, money orders and work release inmate payments and maintains correspondence and assist with requests from other county offices including the Treasurer's office, Controller's office and external auditors.
- Compiles information and statistics for various reports, rosters and correspondence as required by departmental assignment; conducts research to obtain information and data; examines data for relevance; reviews information with supervisor and/or other personnel as necessary; prepares report according to departmental guidelines; maintains copies for future reference and use by authorized individuals.
- Perform other duties as assigned by Business Manager.

### **EXPERIENCE & TRAINING**

- Bachelor's degree in related field; supplemented by three years experience and/or training in general accounting; or the equivalent combination of education, training, and experience may be considered.
- Performance aptitudes in math, data utilization and data analysis are also required.

Please submit your letter of interest, resume, and application no later than July 27, 2010 to:

Human Resources, Attn: HR Analyst  
Lackawanna County Administration Building  
200 Adams Ave 6<sup>th</sup> Floor  
Scranton PA 18503  
[petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)

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