

ACCOUNTANT-REVENUE & FINANCE

Lackawanna County is seeking a full-time Accountant in the Revenue & Finance Department. Hours are Monday – Friday, 9A-4P. The successful candidate will be responsible for working in the County's financial accounting system and reports directly to the Deputy Director for Finance. The position's duties and responsibilities are as follows:

- Input invoices into the County's Financial Accounting System, as necessary.
- Prepare Cash Receipts for recording by the County Treasurer's office.
- General Ledger Account analysis and reconciliation as needed.
- Assist Deputy Director in compiling the County's annual Budget.
- Assist Revenue & Finance Supervisor in Compilation of financial information for presentation to the County's auditors for Annual County Audit.
- Assist Revenue & Finance Supervisor in maintaining the County's Financial Accounting system, and training and assisting County personnel in use of the County's Financial Accounting system.
- Troubleshoot Accounts Payable issues as they arise.
- Other projects as required by the Deputy Director for Finance or the Chief Financial Officer.

The position requires a Bachelors Degree in Accounting, or equivalent experience.

Please submit your letter of interest, resume, application and references no later than September 15th, 2010 to:

Analyst for Human Resources
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503
Email: petersens@lackawannacounty.org

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