

Internal Audit Supervisor - Revenue & Finance

Lackawanna County is seeking an Internal Audit Supervisor for the Revenue & Finance Department. The Internal Audit Supervisor will act as a liaison with the County's external auditors and work closely with the Deputy Director for Finance and the CFO.

KEY RESPONSIBILITIES

- Preparation of a reasonably adjusted Trial Balance for the County's external auditors.
- Monthly reconciliations of Balance Sheet Accounts to subsidiary ledgers.
- Maintain and update the County's fixed assets and depreciation.
- Assist Deputy Director for Finance in preparation of monthly/quarterly budget vs. actual reports.
- Monthly preparation and analysis of County accounts receivable.
- Develop recommendations for improving internal controls, operating efficiency, and recordkeeping.
- Perform other duties as assigned by Supervisor.

KEY QUALIFICATIONS

- Experience with mainframe Financial Accounting system.
- Knowledge of Microsoft Office Word and Excel and Email system.
- Working Knowledge of Fund Accounting.
- Bachelor of Science Degree – Accounting
- Strong organizational skills. Must be able to work in a fast paced accounting office and manage multiple tasks simultaneously.
- Minimum five (5) years recent accounting experience, governmental accounting experience preferred.

Please submit your letter of interest, resume, application and salary requirements no later than December 28, 2009 to:

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

EOE