

## Revenue & Finance Supervisor

Lackawanna County is seeking a Revenue & Finance Supervisor for the Revenue & Finance Department.

### **KEY RESPONSIBILITIES**

- Preparation of a reasonably adjusted Trial Balance.
- 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.
- Perform other duties as assigned by the Director and Deputy Director.

### **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 February 3, 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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