

FINANCIAL CLERK – Borough of Fountain Hill, Lehigh County seeks experienced finance person to manage the financial operations for the Borough. Responsibilities include: maintenance of general ledger, debt & grant management, investment & disbursement of funds, purchasing & payroll processing, bank reconciliations, working with auditors during the annual audit, and accounts payable/receivable. Prepares and oversees budget in conjunction with Borough Administrator. Desired candidate must possess effective communication skills, both orally and in written form, and the ability to maintain positive working relationships with proven financial and municipal experience. Attendance and participation at all budget meetings is required. Bachelor's degree in accounting, finance or business administration or a combination of education and experience may be substituted on a year for year basis. Minimum 3 - 5 years municipal finance experience and working knowledge of Quick Books software is essential. Experience utilizing Excel and Microsoft Office Products mandatory. Strong computer literacy a must. This is a Full time (40 hours per week- non-exempt) position. Salary DOQ. Deadline is January 15, 2018. Please send required fully completed employment application, resume, 3 professional referances, and salary requirements to: Mr. Lawrence Rapp, Council President, 941 Long Street, Fountain Hill, PA 18015.