

**FULL-TIME ACCOUNTING CLERK I
BOROUGH OF LEWISBURG
AN EQUAL OPPORTUNITY EMPLOYER**

The Borough of Lewisburg is accepting applications for a full-time Accounting Clerk I employee to work in the Borough office. The employee will typically work 40 hours per week, but some evening overtime work will be required. Applications can be obtained from the Borough Office, 55 South Fifth Street, Lewisburg, PA 17837 or at www.lewisburgborough.org. The successful applicant must have expertise with payroll and accounts payable software, considerable experience with Microsoft Office and Excel, and have served in a similar position for a minimum of two years. Experience working in the public sector or municipal government a plus. Position requires the ability to follow written/oral instructions, work well with other staff and management in a high stress office environment, interact well with the public both on the phone and during walk-ins, and work independently on tasks with firm deadlines for completion. This is a full-time position with participation in the Borough's pension plan and benefits as defined by a union contract. Wages during the 90-day probationary period are \$17.95/hour in 2022 and \$18.95/hour in 2023 per the union contract. After successful completion of the probationary period, Accounting Clerk I wages would be \$25.87/hour as defined by the union contract. Job description and application are available on Borough's website or can be picked up at the Borough Office. All resumes/applications will be reviewed upon receipt and interviews will be scheduled accordingly. Resumes/applications can be emailed to kwendt@lewisburgborough.org or mailed/hand delivered to the Lewisburg Borough Office, 55 South Fifth Street, Lewisburg, PA 17837. Resumes/applications will be accepted until January 6, 2023 or until the position is filled.