

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

As the result of an internal promotion, the Borough of Lewisburg is accepting applications for a full-time Accounting Clerk I or II employee to work in the Borough office. The employee will typically work 40 hours or more per week, but some evening work and overtime 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 benefits as defined by a union contract. Wages during the probationary period are \$15.60/hour per the union contract. After successful completion of the probationary period, Accounting Clerk I wages would be \$22.52/hour or Accounting Clerk II wages would be \$23.33/hour as defined by the union contract. Job description and application available on Borough's website or can be picked up at the Borough Office. Applications will be accepted until the position is filled. Applications can be sent via mail, dropped off at the address noted above, or sent by email to: office@lewisburgborough.org.