



GREATER LEBANON REFUSE AUTHORITY

1610 Russell Road • Lebanon • Pennsylvania • 17046

Phone (717) 867-5790

Fax (717) 867-5798

POSTION OPENING

BOOKKEEPER/ADMINISTRATIVE ASSISTANT

The Greater Lebanon Refuse Authority (GLRA), a municipal authority, is seeking the right individual (FT or PT) to fit into our current team to maintain order and transparency for the company's finances. Wages will commensurate with skill level.

Qualifications/skill level: A four year degree with two years of solid verifiable accounting experience is preferred. A degree with a Minor in Accounting will be considered, as will current enrollment in a higher education program, or a mixture of higher education and corporate experience which demonstrates proficiency.

Proficiency in Microsoft Office and advanced accounting software is required.

A basic understanding of relational databases is desired. Knowledge of and ability to assist with some IT preferred. Excellent editing skills are a plus.

Assist with all of the following: answering phones, A/R, A/P, Payroll, billing, writing and entering journal entries, assisting maintaining the G/L, tracking and recording investment and regulatory activity, collecting data for use with audits. Ability to analyze data within the G/L and financial statements. Perform general office duties as needed and work collaboratively with all staff.

Requirements: Must be well versed in GAAP and accounting industry concepts to ensure compliance. Persons considered for this position must demonstrate an understanding of the need to keep sensitive information strictly confidential and have demonstrated this knowledge in the performance of their previous positions.

Candidate must have excellent organizational skills, strong attention to detail skills, be dependable, and have the natural willingness to take on and effectively handle a wide range of tasks to help streamline the Authority's operations.

Candidate must be people oriented and project a positive image of GLRA.

All persons considered for this position will be required to have a valid PA Driver's License and a safe driving record for the past three years. A criminal background check and driving record check will be conducted for all new hires.

Persons hired for this position will be required to pass a physical examination, to include lower back strength, general physical condition and substance abuse testing by GLRA's appointed physician.

This is a great opportunity for the right person; we offer a very pleasant working environment and a great benefits package. Healthcare provided to full time employees includes dental and vision. We have a company sponsored retirement plan also available to full time staff. Please come to the Main Office to fill out an application at 1610 Russell Road, Lebanon, PA. Resumes can be emailed to HR at DKline@gogla.org.