

NEW WILMINGTON BOROUGH
FULL-TIME POSITION AVAILABLE for
ACCOUNTING/OFFICE ASSISTANT

New Wilmington Borough is taking applications for a full-time Accounting/Office Assistant.

Duties will include:

- Accounts Payable processing
- Payroll processing assistance
- General Ledger entries
- Utility billing cycle assistance including creation of invoices and payment receipts
- Processing bank deposits and petty cash disbursements
- Assisting residents with various services and borough related issues
- Answering telephones and greeting customers
- Tracking all borough related Board appointments
- Responsible for office supply orders and supply room inventory and organization
- Processing various permit and zoning applications, and related tasks.
- Park and Pool Department record keeping and reporting as directed.
- Other duties related to the position as assigned by the Administrator

Requirements:

- You will be required to work independently and efficiently, and to be reliable. You must be well organized, detail oriented, and able to multi-task.
- You must demonstrate exemplary personal interaction and customer service skills with a professional demeanor and attitude.
- Skills: Proficiency in Microsoft Word and Excel, and general computer knowledge. Accounting systems familiarity, preferably Quickbooks experience. You must possess excellent written and verbal communication skills.
- Education: A degree from an accredited college in finance, accounting, business, or a similar field is preferred; however, related experience may be considered.
- You will be required to pass a pre-employment drug screening and criminal background check.

The wage for this hourly position will be commensurate with education and experience levels.

Benefits package includes: Health, vision and dental insurance, vacation and sick time, and company sponsored pension.

This full-time position is available immediately to the successful candidate and will include a 90-day probational period.

Please submit a resume and three professional references to:
Natalie Stull, Council Administrator at: info@nwboro.com

The Borough of New Wilmington provides equal employment opportunities to all employees and applicants and prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by federal, state or local laws.