

South Hanover Township
FULL-TIME ADMINISTRATIVE BOOKKEEPER

South Hanover Township, Dauphin County, is seeking applicants for the position of Administrative Bookkeeper. Responsibilities include accounts payable, accounts receivable, payroll, quarterly payroll taxes and reports, bank reconciliations, attendance at Township Board and Planning Commission meetings, transcribing meeting minutes, customer service, and other related secretarial duties.

The individual must pay close attention to detail, have the ability to prioritize and multi-task, work independently and be able to maintain confidentiality. Experience with MAS 90 accounting software preferred, but not required. Wages will be established in accordance with qualifications and experience of the successful candidate.

Compensation includes a comprehensive benefits package. Interested parties may send or fax a cover letter and resume, including salary history and references to Debra Force, Township Manager, South Hanover Township, 161 Patriot Way, Hershey, PA 17033 or by email to dforce@southhanover.org Resumes will be accepted until March 26, 2018.