

## **Assistant to the Finance Director/Accounting Manager**

Carlisle Borough is seeking a collaborative accounting professional responsible for the day-to-day maintenance of all accounting systems, including general ledger, accounts payable, payroll, accounts receivable, fund accounting, project accounting, and fixed assets. The majority of duties for this position will include financial accounting and reporting. This position reports to the director of finance.

The ideal candidate will have a strong understanding of accounting and bookkeeping responsibilities, and will be able to identify and record Journal Entries with little guidance from the Director. They will lead in the coordination and preparation of annual Audits and Single Audits, and will assist in the preparation of the Annual Budget and the ongoing monitoring of approved budgets. They will also learn the duties of all department staff and provide primary back-up assistance in these areas.

A Bachelor's degree in accounting or related field plus 3 years' experience in governmental accounting required; CPA or CGFM desirable; proficiency in MS Office and familiarity with Accela/Springbrook a plus.

Salary range is \$44,800-62,690 DOE

Interested applicants should forward a cover letter and resume to the Human Resources/Risk Manager's office, or by email to [thamilton@carlislepa.org](mailto:thamilton@carlislepa.org) by March 16, 2018. Applications will be accepted until the position is filled.