

CARLISLE BOROUGH

Carlisle Borough is recruiting for a full-time Payroll/Accounting Associate. The applicant should have knowledge of basic payroll procedures and general office practices. Must maintain confidentiality in all payroll and personnel matters.

Prepares bi-weekly payroll and files quarterly tax forms. Assists with year-end processing and W-2 preparation, and performs administrative duties for pension plans. The accounting associate is responsible for the accounts receivable function and performs other administrative duties as required.

Combination of education and experience equivalent to graduation from a standard senior high school or vocational school plus two years of increasing responsibility in general accounting work.

Municipal government experience preferred. Pay Rate is \$16.27-\$22.78/hour DOE.

Send cover letter and resume to HR Manager, 53 W. South Street, Carlisle, PA 17013 by May 18, 2018 or email to Tom Hamilton. thamilton@carlislepa.org.