

PART TIME ACCOUNTING CLERK
HOLLIDSYBURG BOROUGH

The Borough of Hollidaysburg has an opening for a qualified candidate to fill the position of a Part Time Accounting Clerk. This person performs routine clerical and secretarial work in answering phones, receiving the public, providing customer assistance, cashiering, bookkeeping and data processing for payroll, utility billing, accounts payable, accounts receivable and account reconciliation. The work week would be 20 hours, Monday through Friday. Additional weekly hours may be required from time to time. Successful candidates must pass an accounting test and a Microsoft Excel test. Letters of interest and resumes will be accepted until the position is filled. Mail to: James Gehret, Borough Manager, 401 Blair Street, Hollidaysburg PA 16648, or email to: manager@hollidaysburgpa.org. EOE