

Employment Opportunity - Lower Salford Township Authority

Part Time Accounting Administrative Assistant

The Lower Salford Township Authority seeks an organized individual who is detail oriented with excellent communication skills. This is a part-time position with flexible hours working in the Authority's Business Office located at 57 Main Street Harleysville PA.

Primary duties include:

- Process Accounts Payable
- Process Accounts Receivable
- Reconcile Accounts Receivable
- Collections of Past Due Customer Accounts
- Process Sewer Certification Requests
- Schedule Sewer Inspections
- Communicate with Customers and Vendors

The candidate must be experienced with Microsoft Office Suite. Knowledge of accounting and office administrative procedures a plus.

Interested individuals should send their resume to Connie Weimer at lsta.sewer@lstasewer.org.

LSTA is an Equal Opportunity Employer