

FORKS TOWNSHIP
CASHIER & BILLING CLERK

Forks Township is accepting applications for a Full Time Cashier & Billing Clerk in the Finance Department. Duties include routine bookkeeping and clerical procedures as well as a great deal of contact with the public. Also performs duties as assigned by Finance Director.

Responsibilities:

- Process quarterly billing statements for utility accounts as well as recording payments, submitting delinquent notices and maintaining resident database accounts
- Maintain cash drawer and receives POS payments for various township receipts
- Responds to mail, phone and over-the-counter requests
- Provides information or refers persons/requests to appropriate personnel
- Act in capacity of receptionist; greeting visitors, directing phone calls
- Opens, stamps, sorts and processes incoming mail, and directs parcels to appropriate personnel
- Issues moving permits
- Provide ad hoc reporting to Financial Director as required

Work experience requirements:

- Knowledge of municipal government operations and functions
- Microsoft Office with emphasis on spreadsheet preparation
- Strong communication and analysis skills
- Ability to establish and maintain effective work relation with associates, government officials, office clientele and the public.
- Ability to work independently and to plan and organize work effectively

Education Requirements:

- Any combination of finance or accounting education, training and experience equal to two or more years of college or five or more years of documented complex multi-task duties working for a senior manager or department head in local government.

Applications will be accepted until close of business, Monday, July 02, 2018. Please forward your information to:

Forks Township Municipal Building
Human Resources Department
1606 Sullivan Trail
Easton, Pa. 18040

forkstownship.org

Forks Township is an Equal Opportunity Employer.