

### ***Finance Administrative Assistant***

The Borough of Ephrata is seeking a part-time Finance Administrative Assistant (no more than 32 hours per week) to support the Director of Finance, as well as the department. The successful candidate will perform administrative and accounting tasks; will be responsible for posting items to the borough website; possess the ability to use multiple software applications; and will interact closely with the Administrative and Business Office personnel.

This part-time role is key to providing reliable and pro-active finance and administrative functions, and will play an important role in the Borough's continued success and impact. It requires a confident individual with experience in accounting and use of finance systems, as well as general office procedures. We are flexible around how the part-time work week could be structured. Although our preference would be for the successful candidate to work shorter days, 5 days per week. The role would suit a delivery-focused self-starter, who is comfortable taking ownership over processes.

The part-time Finance Administrative Role will include, however is not limited to the following:

- Will provide administrative and accounting support assistance to the Director of Finance and Business Office
- Serve as back up for the Business Office Administrator
- Perform social media duties with in-house personnel
- Back up for Payroll
- Assists with miscellaneous projects as requested by Finance Director or Human Resources
- Other duties as assigned

### ***Education/ Experience***

Minimum of an Associate's degree in related field along with basic knowledge of accounting and invoice processing. The successful candidate will have prior administrative support experience, excellent communication skills and demonstrated experience providing exceptional customer service. Strong attention to detail, exceptional organizational and time-management along with demonstrated multi-tasking, critical thinking and effective problem solving skills. ***A strict commitment to confidentiality is essential!***

Job Type: Part-time

**Salary:** \$22.00 per hour

Benefits:

- Employee assistance program
- Flexible schedule

Schedule:

- 4 hour shift
- Day shift
- Monday to Friday
- No weekends

Ability to commute/relocate:

- Ephrata, PA 17522: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Administrative/Office Experience; Accounting Experience (preferred)

Work Location: In person