



Job Posting

April 6, 2017

FT Accounting Assistant, Administrative Offices

Cheltenham Township Library System seeks a detail-oriented and reliable person for a non-exempt, full-time position in its administrative offices. Key responsibilities include preparation of payroll for submission to payroll service, tax reports, deposits and disbursements and maintenance of personnel and financial records, generation of reports and other related duties. Works closely with and under the direction of the Director of Administrative Services. Excellent computer and interpersonal skills required. Solid working knowledge of Quick Books, Microsoft Excel and office equipment required. Normal work schedule is Monday to Friday, 9 am to 5 pm (37.5 hours per week). Demonstrated ability to organize tasks, prioritize workload and meet deadlines required. Associates Degree & 3 years experience preferred. Salary range \$28,273 to \$42,410, DOE. Excellent benefits including medical insurance and retirement plan. Call 215-885-0457 for an employment package. Applications due May 1.