

## **About the Company**

Hanover Township Sewer Authority is a municipal authority that is part of Hanover Township, Washington County, PA and has been operating for close to twenty years. Our main operating facility is located off of Bavington Road in Burgettstown, PA.

**Position:** Office Manager

**Location:** Bavington, PA

**Hours:** Monday-Friday; Full Time

**Pay:** \$20 – 26/ hour

**Benefits:** Holiday & PTO

## **Position Description**

The Office Manager is responsible for the oversight and coordination of the Authority's administrative operations. Responsibilities shall include Accounts Payable, Accounts Receivable, Billing of Customers, Payroll, Daily Administrative tasks, and handling of all customer complaints and concerns.

Under direction of the Board, the Office Manager oversees and coordinates/works with an accounting subcontractor to ensure compliance with Generally Accepted Accounting Principles (GAAP) as well as any other reporting and accounting needs as requested by the Board.

- Ensure accounts payable are paid timely
- Ensure accounts receivables are collected promptly
- Ensure payroll is processed without fail on a weekly basis
- Oversee yearly audit, coordinating with external auditors
- Maintain chart of account and handle bank reconciliations
- Communicate with the Board and present report at monthly meetings
- Maintain good record keeping and internal controls
- Comply with local, state, and federal government reporting requirements and tax filings

## **Qualifications**

- Knowledge, understanding, and
- Computer skills, including Microsoft Office, experience with Muni-Link & Quick Books software a plus
- Ability to maintain the highest level of confidentiality
- Ability to prioritize and work in a multi-tasked environment
- Customer service focused
- Excellent interpersonal, written, and oral communication skills

## **Education and Experience**

- College or university experience preferred
- 3+ years of experience in billing, accounting, payroll, etc.
- Previous Accounting experience in a utility, service, or trades industry highly preferred

Detail oriented candidates with strong computer and analytical skills should send a resume with letter of interest to: [mgrhtsa@comcast.net](mailto:mgrhtsa@comcast.net) for immediate consideration. All applicants will be held in the strictest confidence.