



HOPEWELL TOWNSHIP - EMPLOYMENT OPPORTUNITY

FULL-TIME ACCOUNTS RECEIVABLE

The Board of Commissioners of Hopewell Township, Beaver County, has an immediate opening for a Full-time, Accounts Receivable position. Starting wage is \$15.00 per hour, plus benefits, as outlined in a collective bargaining agreement.

The job duties include preparing and sending invoices, maintaining accurate and detailed records, actively investigate and resolve discrepancies. Handling incoming calls and in person payments from residents as well as contacting residents as needed to ensure payment of outstanding invoices. Performing administrative and office support functions, and any special projects and events as assigned.

The ideal applicant must be self-motivated, capable of multi-tasking and be well organized. Applicant must have extensive software skills, as well as internet research abilities and strong communication skills. Experience in general accounting practices and principles with exceptional attention to detail and analytical skills. Proficiency in Microsoft Office (Excel) and QuickBooks

Education: Minimum of graduation from high school required; an associate's degree or higher in a related field is preferred.

Physical exam, drug screening, and a criminal background check are required. Salary will be based on experience and skillset. Applicant must be reliable and flexible.

Applications/Resumes will be accepted until Friday, February 28, 2025.

Please send to:

Hopewell Township
Attention: Human Resources
1700 Clark Boulevard
Aliquippa, PA 15001

or submit via email to: hrpr@hopewelltp.com

Hopewell Township is an Equal Opportunity Employer.

Hopewell Township Employees are required to reside within a five (5) mile radius of Hopewell Township within one (1) year of hire date.