



## **ALLENTOWN PARKING AUTHORITY** **ACCOUNTING CLERK**

The Allentown Parking Authority is seeking an accounting professional to join our Finance team. The position is full-time, salaried with excellent benefits. We are looking for a detail-oriented person with good organizational skills to perform daily processes accurately and on time.

### **RESPONSIBILITIES OF THE ACCOUNTNG CLERK**

- Perform accounting clerical duties
- Issue customer invoices
- Record cash receipts
- Maintain accounts receivable records
- Prepare bank reconciliations
- Maintain Fixed Asset records
- Assist with currency/coin counting
- Assist with accounting projects

### **REQUIREMENTS**

- Minimum of Associate Degree in accounting
- Two years of accounting experience
- Competency in MS Office
- Accounting software experience, AccuFund is a plus

**Salary & Benefits:** \$30,000.00 - \$36,000.00; Health, Life and Disability Insurances; Vacation, Personal and Sick Time; Retirement Account; Voluntary Benefits.

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.