

Finance Staff Specialist

Payroll, Utilities, Accounts Payable

Westmoreland County is accepting applications for a Finance Staff Specialist position who will handle payroll, utility billing, accounts payable assistance, and other routine functions of the department. The work is performed under the supervision of the Director of Finance. The employee should have a minimum of an Associate's Degree in Business/Accounting or a related field or a Bachelor's Degree is preferred. Applicants with experience in working with an AS/400 and the Bright Municipal Accounting Software are encouraged to apply. You may review the full job description at www.westmoreland-county.org. Applications and resumes should be submitted to dwhaley@westmoreland-county.org. Deadline for submitting applications is June 18, 2018. Interviews will commence immediately and position will be open until filled.