

Assistant Director/Accounting Manager

Borough of Carlisle, PA

Salary: \$44,782-\$62,691 plus generous benefits.

Open until filled.

Brief Description: The historic Borough of Carlisle, (pop. 19,000, \$39 million budget, 118 employees) located in the beautiful Cumberland Valley and home to Dickinson College, Penn State's Dickinson School of Law, and the U.S. Army War College, is seeking a detail-oriented and collaborative accounting professional to manage (according to GAAP and GASB pronouncements) the day-to-day maintenance of all accounting systems including general ledger, accounts payable, payroll, accounts receivable, fund accounting, project accounting, and fixed assets. This position reports to the director of finance.

Qualifications: Bachelor's degree in accounting or related field plus 3 years experience in governmental accounting required; CPA or CGFM desirable; proficiency in MS Office and familiarity with Accela/Springbrook a plus.

To apply: Please respond to Tom Hamilton HR Manager [@thamilton@carlislepa.org](mailto:thamilton@carlislepa.org) or mail to Carlisle Borough ATTN: TOM HAMILTON 53 W South St. Carlisle, Pa. 17013