

The Borough of South Coatesville is seeking a full time Administrative Assistant. The ideal candidate will possess 2 plus year(s) Bookkeeping experience, AP/AR experience, demonstrated Microsoft office knowledge including mail merging and Excel. Prior municipal and/or Quickbooks experience preferred. All resumes must be submitted via email to [admin@south-coatesville.org](mailto:admin@south-coatesville.org) by September 28, 2018, or faxed to 610-383-5620. NO phone calls please.