

## OFFICE MANAGER

The Greater Hazleton Joint Sewer Authority (GHJSA) Board of Directors welcomes qualified candidates to apply for the position of Office Manager.

The successful candidate will oversee the business office of the GHJSA by performing the listed duties and responsibilities personally or through subordinates. This is a Management/Supervisory position. Candidate must be able to control the business affairs of the GHJSA by managing a wide range of business office, human resource, and administrative support related tasks including but not limited to control of disbursements, billings, collections, delinquent processing, payroll processing, customer relations, use and training on utility billing and financial management software, generating reports, ordering supplies, and assuming duties & responsibilities independently and/or in consultation with the Director of Administration, Director of Operations, or Field Operations Manager.

### Qualifications:

- Bachelor's Degree from an accredited 4-year college or university in Business Administration, Accounting, Management, Human Resource Management or a closely related field of study.
- Minimum of five (5) years of combined experience in Business Administration, Accounting, or Human Resource Management with progressive growth in responsibilities.
- Possess proficiency as a Microsoft Office End-User and possess sufficient computer skills to create, modify, and maintain MS Excel spreadsheets and databases, create reports, develop documents, and communicate via e-mail and virtual applications. Possess the ability to maintain custom Utility Billing and Financial Management Programs.

Annual salary will be determined based on successful candidate's qualifications. The fringe benefits package includes, among other things, health, dental, vision, life, and STD, along with an employer matching deferred compensation pension plan, and generous PTO.

### Position Contact Information:

Individuals interested in this position should submit a resume and cover letter via email to [ghjsa@ghjsa.org](mailto:ghjsa@ghjsa.org) This position is open until filled.

Equal Opportunity Employer