

## **Bookkeeper / Administrative Assistant**

**Posted On:** 5/26/2023

**Company or Entity:** North Hills Council of Governments

**Location:** 300 Wetzel Road, Suite 201, Glenshaw, PA 15116

### **Job Description:**

The North Hills Council of Governments is accepting applications for a full-time position of Bookkeeper / Administrative Assistant. This position will support the NHCOC Executive Director in many facets of the organization. The ideal candidate will be self-motivated, highly organized, and able to multi-task with strong time management skills in a busy office environment. The applicant should be proficient in QuickBooks and all general accounting practices including AP/AR, Bank reconciliations, Payroll, Monthly finance reporting and familiar with Audit preparations, Grant experience is preferred along with general office duties, including proficiency in Microsoft Office (Word, Excel).

### **Education/Skill Requirements:**

Minimum 3 years experience with bookkeeping (QuickBooks software).

Good organizational skills, good communication skills and strong attention to detail.

Proficient with Microsoft Office.

Grant experience preferred. Grant processing includes the bidding process, contract paperwork, payrolls, insurance, budgets, cost reports, etc.

### **Compensation And Benefits:**

Benefits package includes health insurance, dental insurance, 401k, Life Insurance, and Long-Term Disability Insurance.

Eleven holidays, vacation time and personal days.

Salary range based on experience: \$45,000 – \$50,000 annually

### **Other Details:**

Office hours are 8:30 a.m. – 4:30 p.m., Monday – Friday

### **Application Requirements:**

Please send letter of interest, resume and references to:

Emailed: [hr@northhillscog.org](mailto:hr@northhillscog.org)

Mail: NHCOC, Executive Director, 300 Wetzel Road, Suite 201, Glenshaw, PA 15116