

JOB OPPORTUNITY

Covington Township Sewer Authority is currently looking for an Office Manager.

Job specification:

The candidate must have a High School Diploma or GED. Computer skills and knowledge of specific software. Knowledge of operation of standard office equipment. Knowledge of accounting and office administrative procedures and systems such as bookkeeping, billing, filing and record keeping. Must be a licensed driver in the state of Pennsylvania.

Skills Required:

- Attention to detail and accuracy
- Customer service orientation
- Adaptability
- Flexibility
- Proficient in financial software applications

The job offers a competitive salary, and an excellent working environment. Interested individuals fulfilling the above criteria should send their updated resumes to officemgr.ctsa@gmail.com by January 27, 2023.