

Job Title: Clerical 1 Administrative Assistant (with Accounting Software Experience)

Location: Municipal Building, Nanticoke, PA

Company: City of Nanticoke

About the Role:

We are seeking a detail-oriented and organized Clerical Administrative Assistant to join our team. The ideal candidate will have strong administrative skills and experience using accounting software to support day-to-day office and financial operations.

Key Responsibilities:

- Perform general clerical and administrative duties, refuse payments and updating data base. Duties also include filing, data entry, document management, answering telephone calls and dealing with the public.
- Enter and reconcile financial data using accounting software (e.g., QuickBooks, Sage)
- Support other departments with administrative tasks as needed.

Qualifications:

- Proven clerical or administrative experience
- Proficiency with accounting software and Microsoft Office Suite
- Strong attention to detail and organizational skills
- Excellent communication and time management abilities
- High school diploma or equivalent (Associate degree in Business or Accounting preferred)

Why Join Us:

- Friendly and supportive work environment
- Opportunities for professional growth
- Competitive salary with full benefits package
- Union Position

How to Apply:

Please submit your resume and a brief cover letter to dwall@nanticokecity.com with the subject line **“Clerical 1 Administrative Assistant Application.” by October 23, 2025 by noon.**