COUNTY OF LEBANON

Job Announcement

Posting Date: November 9, 2026

Position:	Accounting Clerk C
Department:	Treasurer's Office Room 103, Municipal Building 400 S. 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Non-Union
Hours:	8:00AM- 4:30PM, Monday through Friday
Pay Grade:	Grade 10 (Non-union/Non-Exempt Pay Chart)
Salary Range:	$1,426.50 Bi-weekly
Full-Time Employee Benefits:	**100% Employer PAID Benefits ➔** Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. **Additional Benefits ➔** Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. **Voluntary Benefits ➔** Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position. *Resume is recommended, however, is optional unless otherwise stated below.*

➢ **Applications will be accepted through Monday, November 23, 2026.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine clerical accounting/fiscal tasks in the County Treasurer's Office. Serves as a cashier receiving large sums of money for licenses, fees, permits, taxes, etc. Balances daily collections and disbursements and prepares financial reports as instructed. Performs other clerical and administrative functions as required such as receiving and distributing mail, typing financial reports and correspondence, answering telephone, taking messages and routing calls. Performs financial entry work on computer terminal.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Some clerical-accounting experience and completion of a standard high school course; ability to type; working knowledge and ability to use personal computer; Excel applications, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources ➔ Apply@lebanoncountypa.gov
2. Mail to ➔ 400 S. 8th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to ➔ (717) 675-2668 ATTN: Human Resources

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