



Billing Coordinator

A Full-Time position for a Billing Coordinator with growth potential and attractive benefits package, has opened at Lower Gwynedd Township, a township of the Second Class in Montgomery County, PA. The ideal candidate will be experienced and highly meticulous in all aspects of Billing, Escrow Billing, Reconciliations, Cash Receipts, and proficient in Excel. Experience with Microsoft Applications along with ability to learn various accounting software and knowledge of municipal fiscal procedures and government accounting are preferred. Two years' progressive experience as bookkeeper is required. The salary range for this position is \$50-\$55k depending on qualifications, with a 35-hour work week. Come join our incredible team with a phenomenal work life balance and excellent benefits including paid Holidays, Vacation, Personal, and Sick Time. Health, Dental, Vision, and Life Insurance as well as ST and LT Disability and a great Retirement Plan.

Applicants should send resume and cover letter to the attention of Melinda Haldeman, Finance Director, P.O. Box 625, Spring House, PA 19477, or email mhaldeman@lowergwynedd.org. This position will remain open until it is filled.