

ADMINISTRATIVE SUPPORT CLERK

Part time: Wednesday through Friday
11am – 4pm

GENERAL DESCRIPTION:

The Turtle Creek Valley Council of Governments (TCVCOG) is a non-profit organization comprised of twenty local government members in the eastern suburbs of Pittsburgh. We facilitate cooperative municipal efforts, and create & manage high quality shared municipal services on behalf of member towns. We are looking for a reliable, organized and detail--oriented person to join our team, who will provide administrative support to our Utility Billing program, as well as other clerical office functions. Opportunity for promotion and full-time employment upon demonstrated ability to accurately complete work, and successfully assimilate into the organizational culture.

EXAMPLES OF WORK:

Front Desk/Reception:

- Answer phones and assist customers that come to the front door
- Open/organize mail

Administration:

- Process bills for participating towns in the Accounts Payables shared service.
- Balance bank statements
- Website Updates/Social Media

Utility Billing:

- Enter utility bill payments into software
- Generate utility bills & post penalties
- Process credit card payments over the phone
- Process electronic utility billing payments
- Assist with Lien process, and Lien letters
- Attend software training
- Local travel to bank, post office and member towns, when necessary
- Must be able to reliably work independently

COMPENSATION: \$16/hour to start - \$22/hour Cap

WORKING CONDITIONS: Office located at 300 Oxford Drive--suite 330, Monroeville, PA 15146

MINIMUM QUALIFICATIONS:

- Personable, able to work well with others, and happy to learn new things.
- Ability to work independently.
- Have a valid PA Driver's License.
- High school/trade school degree or GED Certification preferred.
- Working knowledge of Microsoft Windows.
- Working knowledge of financial software, a plus.
- Interest in Local Government, a plus.

The TCVCOG is an equal opportunity employer.