

Crawford



County

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Vice-Chairman

CHRISTOPHER R. SEELEY
Secretary/Treasurer

Human Resources
Department
COURTHOUSE
MEADVILLE, PA 16335
(814) 333-7396

BRITTANY L. JOHNSTON
Director of Human Resources

KEITH A. BUTTON
Solicitor

JOB VACANCY

Posting Period: May 8, 2025 – posted until filled

Job Title: Accountant/Financial Software Specialist

Location: Crawford County Finance Department, 903 Diamond Park
Meadville, PA 16335

Classification: Full-Time — Non-Exempt, Non-Union

Work Hours: 8:00A.M. - 4:30P.M. Monday-Friday (40H) ½ hour unpaid lunch

Summary: Crawford County Finance Office is looking for an Accountant/Financial Software Specialist to join our team! If you are dedicated and ambitious and would like to make an impact in your local community, Crawford County is an excellent place to grow your career.

Essential Duties: The Accountant/Financial Software Specialist performs accounting duties including general ledger posting and reconciliation as well as preparation of reports. The position makes complex and technical decisions by classifying, analyzing and reporting financial data using generally accepted accounting principles (GAAP). This position is the point person with IT and the County’s financial software provider. The Accountant/Financial Software Specialist will implement, update, and manage the County’s financial software system. The Accountant/Financial Software Specialist

works closely with County Departments Heads and Staff to identify the current process and the creation of amenable enhancements and proficiencies while using the County financial software.

Qualifications:

Accounting or Financial Bachelor's degree required; Knowledge of accounting principles, terms and use of high-level accounting software is required.

Four or more years of progressive experience in accounting with general ledger emphasis (government preferred) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

Pay:

\$19.00 to \$20.50 depending on education, experience and qualifications

Benefits:

Excellent benefit package including:

14 paid Holidays

Sick and vacation time

Pension – Defined Benefit

Health insurance

Dental insurance

Vision insurance

How to apply:

Submit a cover letter, resume and county application to sfranz@co.crawford.pa.us or to Crawford County Finance Department, 903 Diamond Park, Meadville, PA 16335

Applications are available in the Human Resources office or on the County's website: www.crawfordcountypa.net

Late applications will not be accepted.