

Entry Level Accountant

Full Time

Rochester, PA 15074

Beaver County Transit Authority, located in Rochester, PA, has an opening for an Entry Level Accountant. As the county's public transportation provider, BCTA provides fixed route and demand response services to the residents of the county, commuter service into downtown Pittsburgh, and also administers the Medical Assistance Transportation Program for the County of Beaver.

As an entry level accountant, you will assist the Accounting Supervisor with day to day accounting functions and the month end close process. Responsibilities include cash receipts, invoicing, account analysis, bank and account reconciliations, financial statement preparation and other duties as assigned.

The ideal candidate must have a Bachelor's Degree in Accounting, Finance, or related field and some experience with Accounting Software. Proficiency with Microsoft Excel is a plus. Excellent verbal and written communication skills are needed. Candidates should also possess strong analytical, interpersonal, and problem-solving skills, be detail-oriented and able to multitask.



Please submit résumé and cover letter including salary requirements to: hr@bcta.com

Or mail to:

**BCTA, Attn: Human Resources
200 West Washington Street
Rochester, PA 15074**

BCTA is proud to be an Equal Opportunity Employer EEO/AA