



**LUZERNE INTERMEDIATE UNIT**  
 368 Tioga Avenue  
 Kingston, Pennsylvania 18704-5117

**Dr. Anthony Grieco**  
 Executive Director

Telephone (570) 287-9681  
 Fax (570) 287-5721

Follow us on Twitter @LuzIU18  
<http://www.liu18.org>

**Elizabeth Krokos**  
 Assistant to the Executive  
 Director for Student Services

**John J. Gordon**  
 Business Manager

**Ty Yost**  
 Assistant to the Executive  
 Director for District Services

Ronald Musto  
 Personalized Academy of  
 Learning

Jennifer Runquist  
 Behavioral Health

Joseph DeLucca  
 Administrative Services



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Date of Notice: May 20, 2024

Job Title: Administrative Assistant-Business Office

Location: Tioga Avenue

Reports To: Business Manager

Terms of Employment: Full Time

Qualifications: See Attached

Application Process: See "Request for Position" below

Please submit cover letter, resume and application (available on our website) and three letters of reference to:

Angela Manumpahi, HR Manager  
 Luzerne Intermediate Unit #18  
 368 Tioga Avenue  
 Kingston, Pa. 18704

## **Position Description**

**JOB TITLE:** Administrative Assistant-Business Office

**LOCATION:** Administration Building

**DEPARTMENT:** Business Office

**REPORTS TO:** Business Manager

**GENERAL DESCRIPTION:** Perform Business Office duties required as part of the normal operation of a public school entity in conformity with the Pennsylvania School Manual of Accounting and the Pennsylvania Public School Code.

### **POSITION REQUIREMENTS:**

1. Experience processing payments to vendors in a computerized accounting system, preferably working within the CSIU 16 FIS software
2. Experience reconciling general ledger cash accounts to bank statements
3. Experience developing and entering computerized accounting entries
4. Experience with all aspects of data entry, computer processing and printing of payroll checks, preferably working within the CSIU 16 FIS software
5. Demonstrated proficiency in Microsoft Word and Excel
6. Ability to handle all correspondence and documents associated with the LIU Life Insurance program
7. Any other duties as assigned by the Business Manager or Executive Director

### **Education Preference:**

- Associates Degree, Business or equivalent experience