

Chamber CHATTER



MECHANICSBURG
CHAMBER OF COMMERCE
The Strength of One. The Power of Many.™

5.12.22

6 West Strawberry Avenue, Mechanicsburg, PA 17055 (717) 796-0811 www.mechanicsburgchamber.org

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News, Events & more!..

Ribbon Cuttings & Open House

Friday, June 24

Ribbon Cutting

Baker Chiropractic Sport & Spine Clinic,
156 Cumberland Parkway,
Mechanicsburg - 2:30pm

Saturday, June 25

Grand Opening Celebration

Baker Chiropractic Sport & Spine Clinic,
156 Cumberland Parkway,
Mechanicsburg - 10:30am - 2:00pm

CHAMBER EVENTS

Watch for Weekly Updates!!

May

24 - AM Strategies for Business Success - Sponsored by TEFC & MACF - Hear how to connect your business with local giving - at Buhrig's Gathering Place, 25 E Main Street, Mechanicsburg. 8:30 -10:00am.

28 - Business Leaders Discussion Group - Location Negley's Water, 7 Keener Dr, Mechanicsburg. 7:45 - 9:00 AM.

June

16 - 92nd Jubilee Day, Main Street, Mechanicsburg, PA, 10:00am to 9:00pm

28 - AM Strategies for Business Success - LUNCH EDITION Sponsored by UPMC - **Dr. Tracey Jones, Tremendous Leadership**, will speak on her book - A Tale Of Two Employees and the imaginary characters Bridgett & Burnett who represent motivations within each of us - at Buhrig's Gathering Place, 25 E Main Street, Mechanicsburg. 11:30 -1:00pm.

RSVP to info@mechanicsburgchamber.org

For a full calendar of chamber and member events, visit www.mechanicsburgchamber.org/events

Thank You For Renewing Your Membership!

Anthony & Sylvan Pools
Gift CPAs
Junk King

Karns Performance
Trout CPA
Silver Spring Township

AM Strategies... for Business Success

Tuesday, May 24
8:30am - 10:00am

Reaching your charitable goals with
TFEC and MACF

**Save The
Date!**
Tuesday, May 24, 2022

Buhrig's Gathering Place
25 E Main St,
Mechanicsburg, PA



MECHANICSBURG
AREA COMMUNITY
FOUNDATION

Hosted by the Mechanicsburg
Area Community Foundation
(MACF), a regional foundation of
TFEC.

**Answering all of your charitable
giving questions!**

What is a community foundation?

What are TFEC and MACF?

Why give through a community foundation?

Personal philanthropy services and benefits.

Corporate social responsibility services,
trends, and benefits.

How do I get started?

The Impact of Your Giving

Giving with TFEC doesn't only affect today, or tomorrow, your gift with TFEC makes an impact, forever. As your local community foundation, we make invest your dollars in your backyard to make your communities a better place to live, work, and thrive.



THE FOUNDATION
FOR ENHANCING
COMMUNITIES

717.236.5040 | info@tfec.org
www.tfec.org



Event Location:



Buhrig's Gathering Place -
25 E Main Street, Mechanicsburg -
Parking Available (any Buhrig lot) -
off Strawberry Avenue
Complimentary light breakfast included.

Free Event for Chamber Members. Non-Member \$10.00
RSVP to info@mechanicsburgchamber.org
or call 717-796-0811



Jubilee Day

www.jubileeday.org

*Thursday,
June 16, 2022*

10am - 9pm

On June 16, Jubilee Day returns to the streets of downtown Mechanicsburg. This year marks the 92nd Annual edition! Don't miss your chance to be exposed to nearly 70,000 attendees from across the midstate.

Booth space is available at a **discounted rate for Chamber members**. Contact the chamber for an application. 717-796-0811 or info@mechanicsburgchamber.org

Volunteers Needed!

Wed. 6/15

5:30 - 8PM

Thurs. 6/16

5:30 - 8:30AM 3:30 - 7:30PM
8AM - Noon 7 - 10:00PM
11:30AM - 4PM

Mechanicsburg Chamber of Commerce presents:

Business Leaders Discussion Group



**Thursday, May 26
7:45 - 9:00 am**

**Hosted by: NEGLEY'S Water
7 Keener Dr.
Mechanicsburg, PA 17050**

Perfect for:
-business owners
-decision-makers
-management
staff

RSVP to info@mechanicsburgchamber.org or call
717-796-0811.

This members-only event is **free** to attend!

Bring your questions and business topics and hear what others have to say!

AM Strategies... for Business Success

Tuesday, June 28

LUNCH EVENT

11:30am - 1:00pm



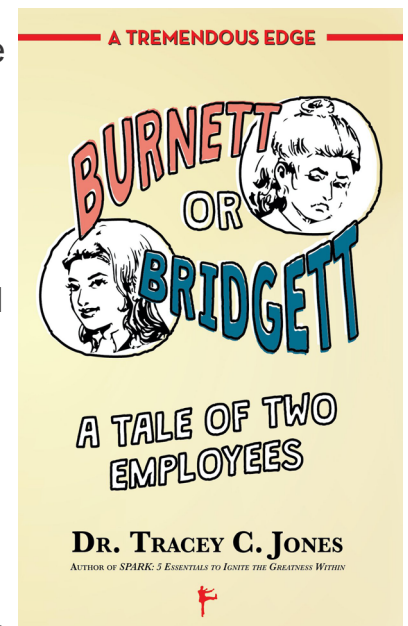
Some people are wise in their own eyes while others seek to increase in learning. Nothing will kill a great employee faster than watching leadership tolerate a bad one.

Hear from Dr. Tracey Jones, Tremendous Leadership

as she speaks about two imaginary characters in her book – Bridgett and Burnett – who represent the motivations found within each of us, regardless of our age, gender, race, faith, or nationality. This modern-day workplace parable tells the story about those who desire discipline, as well as those who despise it. This contemporary classic gives leaders the sound wisdom, courage, and confidence to do what they need to do.

Dr. Tracey C. Jones is a global leadership expert in followership, self-efficacy, and igniting organizational fires in teams. She earned her leadership stripes early in life, working in fast food, retail, and hospitality. Dr. Jones then served as a commissioned officer in the United States Air Force and a semiconductor and defense contracting project manager. Eventually, she returned home in 2009 to carry forward the legacy of Tremendous Leadership started by her father, Charlie "Tremendous" Jones, in 1965.

Dr. Jones has authored eleven books whose singular purpose is to ignite accountability, ownership, and camaraderie in every age, stage, and life context. Her company also serves to help others by funding local scholarships, homeless shelters, animal rescues, disaster relief services, and literacy programs.



Event Location:



Buhrig's Gathering Place -
25 E Main Street, Mechanicsburg
Parking Available (any Buhrig lot)
off Strawberry Avenue
Complimentary lunch fare included.

Free Event for Chamber Members. Non-Member \$10.00
RSVP to info@mechanicsburgchamber.org
or call 717-796-0811



Public Comment Period Now Open for 2023-26 TIP

The Harrisburg Area Transportation Study (HATS) will hold a public review and comment period for the 2023-26 Transportation Improvement Program (TIP) **between now and June 2.**

The TIP is a comprehensive listing of all federal and state-funded transportation improvement projects in Cumberland, Dauphin and Perry counties over the next four years. Projects are chosen that will improve our transportation system's overall safety, reliability, traffic flow and security at the regional, county and municipal level.

The review and comment period also includes the Air Quality Conformity Determination, which shows that proposed projects will not adversely impact the region's air quality.

Tri-County Regional Planning Commission (TCRPC), which administers HATS, will hold three public meetings to provide an overview, answer questions and solicit comments on the TIP:

Virtual public meetings are scheduled for **Tue., May 17 from 12 to 1 p.m.** (more info here) and **Thu., May 19 from 6 to 7 p.m.** (more info here).

More information on the public meetings can be found on the TCRPC Calendar.

Public comments or questions may be submitted in writing to:

Lauren Weaver, TCRPC, 112 Market St, 2nd Floor, Harrisburg PA, 17101,
or by emailing lweaver@tcrpc-pa.org.



VIRTUAL EVENT

Managing the Multi-Generational Workplace
on Tuesday, May 17 • 12:00 p.m. - 2:00 p.m.

This is a FREE event but REGISTRATION is REQUIRED.

Our workforce is made up of 4 generations in the workforce. Very few seniors (or veterans) remain, however the Boomers are next to retire, vacating more jobs than the nation has persons to fill with a gap of over 30 million and growing each year as new jobs are created. Along come the Millennials at nearly 80 million strong to fill many of the vacated gaps. But, is the Boomer dominant work culture ready for the Millennials?

Come find out the answer to these questions and many more as we walk you through concepts and practical steps toward managing across generations.

Attendees will have a broader perspective of the Generations in the workforce and the core values of each. Knowing these values, leaders may shape their communication to frame information in a way that it is most likely to be best received. By modeling discussion of the varying perspectives held by generations, we provide an example of a safe and compassionate environment to address and understand diverse views and begin implementing solutions based on our commonalities and purpose, rather than differences and a sense of control.

Attendees will be able to:

- Identify the macro trends and conditions impacting the labor force today and in the future
- Identify the conflicts of value and cultural expectations between the Generations and how these differences impact productivity and costs
- Articulate the steps to manage across generations



THE FOUNDATION FOR ENHANCING COMMUNITIES

Are you a nonprofit that has been considering starting
an agency fund NOW is the perfect time to start!

An Agency Fund is an endowment fund established by a nonprofit organization with the goal of creating a permanent source of funding for your organization and is the only fund a nonprofit may establish on its own. You can depend on this yearly income as either a new funding stream for your organization or a way to continue to grow your endowment by reinvesting it back into your agency fund.

The Foundation for Enhancing Communities (TFEC) will be hosting two informational sessions for nonprofits that are considering establishing an agency fund with TFEC or are interested in learning more about how this fund can help you achieve your long-term goals. Attendees will also receive a digital toolkit filled with resources.

KICKSTART YOUR ENDOWMENT GROWTH
We're giving away \$5,000!

Any nonprofit organization that:

- attends the June 7th virtual sessions; establishes an Agency Fund with TFEC;
- and has a minimum \$500 balance in their fund by October 1, 2022, will be eligible to participate in a drawing to receive a \$2,500 grant to their agency fund!

TFEC will be randomly drawing two winners to kickstart their agency endowment-building efforts!

For more information email - info@tfec.org

Register June 7th

The Food Trucks are back for 2022!



May 20 June 17 July 15 Aug 19 Sept 16 Oct 21

MULTIPLE TRUCKS WITH A VARIETY OF FOOD!

Third Friday

4:30 PM - 8:00 PM

FIRST UNITED METHODIST CHURCH
135 W. SIMPSON STREET - MECHANICSBURG
FUMCHURCH.COM - 717.766.4611

TFEC THE FOUNDATION FOR ENHANCING COMMUNITIES

REGULAR
REGISTRATION
\$50/PER

HARRISBURG HOOPLA #COMPETEFORACAUSE 2022

10:00 AM - TEAM
ARRIVAL
11:00 AM - GAMES
START!



HARRISBURG HOOPLA IS AN ANNUAL ADULT FIELD DAY COMPETITION ON CITY ISLAND RAISING MONEY FOR LOCAL NONPROFITS. HOOPLA IS HOSTED BY THE EMERGING PHILANTHROPIST PROGRAM, A SPECIAL INITIATIVE OF THE FOUNDATION FOR ENHANCING COMMUNITIES.



JUNE 4, 2022

10:00 AM - 4:00 PM
CITY ISLAND, HARRISBURG, PA

REGISTER HERE

CODENINJAS
Harrisburg

SUMMER CAMPS 2022



Jr. Adventures in Game Design

Kids become game builders for a week! Learn computer science concepts by creating various Scratch Jr. Games.



Modding with MINECRAFT*

Build your very own Minecraft Mods including weapons, armor, food, and biomes. Kids will learn all about making their own modpacks.

INTRO TO ROBLOX

Power your imagination by learning the basics of Roblox or continuing with more advanced game concept! (Requires a Roblox Classic Tier account)



Become a YouTuber

Kids will learn how to record, edit, modify, and upload their own videos to YouTube. Your child can be the next YouTube star like their favorite YouTubers!



Ninjas learn how to make Stop Motion Animation movies. You child will capture, edit, and use all the techniques required to make their own film.



S.T.E.M Discoveries

This camps unleashes kid's imagination piece-by-piece and bit-by-bit as they build with circuits and practice computational tinkering with various creative hands-on projects



Moviemaking with MINECRAFT*

Kids unleash their creativity through Storytelling in Scratch! Express themselves and learn to code their own animations.

NEXT LEVEL ROBLOX

Ninjas will take their skills to the next level as they learn coding fundamentals and dig deeper into the game-making side of Roblox using the Lua programming language. They will showcase their game, play their peers' games, and publish their creation to the Roblox world.



Through adventures in 3D Printing, Ninjas will explore design thinking and the innovative proves as they learn to prototype and test new creations



Adventures in game design

Ninjas will explore different programming concepts as they create various games inspired by Breakout, Snake, Flappy Bird, and more using a block-based programming language called Scratch.



Code your own Arcade (MakeCode)

Ninjas will create retro-style arcade games with Microsoft MakeCode Arcade. Ninjas combine the power of coding with game design to enhance their programming skills and develop games inspired by classic platformers, adventure games, and more!



Code your own Robot in MINECRAFT

Ninjas will use code to control a robot in Minecraft Education Edition*. Through simple programming, they'll apply complex computer science concepts to automate parts of Minecraft* such as farming, digging and more. Ninjas will use concepts like loops and functions to code crazy things like spawning hundreds of chickens from the sky!



Robotics with Lego

Ninjas learn the fundamentals of how to design, build and code an autonomous LEGO robots. These activities will prepare ninjas for the upcoming First Lego League season if they choose to compete



Intro to web development

Ninjas will learn about creative website development by building their own website and fan page. Ninjas will gain a foundational understanding of HTML and CSS. Using these essential computing languages, Ninjas will publish websites and share links to showcase what they've learned.

CODENINJAS
Harrisburg

SUMMER CAMPS 2022

Morning Camps - 9:00 AM - 12:00 PM

Afternoon Camps - 1:00 PM - 4:00 PM

CAMPS	Jun 6-10	Jun 13-17	Jun 20-24	Jun 27-Jul 1	Jul 6-8	Jul 11-15	Jul 18-22	Jul 25-29	Aug 1-5	Aug 8-12	Aug 15-19	Aug 22-26
Junior Camps (Ages 5-7)												
Jr. STEM Discoveries				Morning				Afternoon	Afternoon			
Jr. Adventures in Game Design		Morning							Morning		Afternoon	
Intermediate Camps (Age 8+)												
3D Design and Print	Morning		Afternoon		Morning					Morning		
Modding with Minecraft*	Morning	Morning				Afternoon						Afternoon
Moviemaking with Minecraft*			Morning					Afternoon				
Code Your Own Arcade (MakeCode)	Afternoon				Afternoon		Morning					
Intro to Roblox Development	Afternoon				Afternoon		Morning				Morning	
Robotics with LEGO*		Morning				Morning	Afternoon					
Adventures in Game Design (Scratch)				Afternoon					Morning		Afternoon	
Become a YouTuber				Morning		Morning					Morning	Afternoon
Stop Motion Animation		Afternoon		Afternoon						Morning		
Code your own Robot in Minecraft*		Afternoon				Morning				Afternoon		
Advanced Camps (Age 11+)												
Next Level Roblox Development (Completion of Intro to Roblox Development required)							Afternoon			Afternoon		Morning
Intro to Web Development				Afternoon								Morning

Light Snacks are provided daily. Full day campers must bring a NUT FREE LUNCH. Transfer requests accepted with one week notice and based on availability. Cancellations are subject to a \$75 fee. Late pickups will be charged.

WEEK-LONG CAMPS

\$197

MORNING

9:00 AM - 12:00 PM

\$197

AFTERNOON

1:00 PM - 4:00 PM

Discounted price for CREATE members

717-546-4652

65 Gateway Dr,
Mechanicsburg PA 17050

Click [here](#) for more information OR



SCAN ME

WEEK-LONG CAMPS

\$197

MORNING

9:00 AM - 12:00 PM

\$197

AFTERNOON

1:00 PM - 4:00 PM

Discounted price for CREATE members

717-546-4652

65 Gateway Dr,
Mechanicsburg PA 17050

Click [here](#) for more information OR



SCAN ME

TEAM REGISTRATION

(Detach & Send with Payment)
\$75 per player / \$300 per foursome

TEAM & PLAYERS

Team Captain Name: _____

email: _____

Phone #: _____

Second Player: _____

email: _____

Third Player: _____

email: _____

Fourth Player: _____

email: _____



We Serve "Not Above You, Not Beneath You, But With You"



We Serve



We Serve "Not Above You, Not Beneath You, But With You"



We Serve

2nd Annual Mechanicsburg Lions "We Serve" Golf Tournament

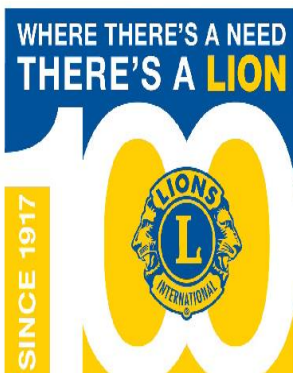
Contact the Lions Club of Mechanicsburg, PA to
register or for more information:

Visit us on our Website at:

www.e-clubhouse.org/sites/mechanicsburg/index.php

Check us out on FACEBOOK....

"Mechanicsburg Lions Club"



Lions Club of Mechanicsburg, PA

2nd Annual Mechanicsburg Lions "We Serve" Golf Tournament

Friday, July 15, 2022



Tee Off: 8:00am Shotgun Start

Proceeds Benefiting

Lions Club of Mechanicsburg, PA Charities



We Serve

Lions Mission: "We Serve"

Who are the Lions?

Founded in Chicago, Illinois, in 1917 by businessman Melvin Jones. Since its inception, Lions Clubs International has been dedicated to helping those less fortunate in their communities and around the world. In 1925, Helen Keller challenged the members to be "knights of the blind." "We Serve" became the association's official motto in 1954.

Lions Focus Areas

Vision
Youth
Disaster Relief
Humanitarian
Diabetes
Hunger
Environment
Childhood Cancer

Benefiting Our Local Community

We are a 501(c)(3) and every penny we collect for our charity work is distributed to the needy, as our club determines.

Celebrating 70 years of service in Mechanicsburg, our group has raised and distributed funds to help various charities, both locally and worldwide. Charitable donations have been made to organizations including:

Vision Resources of Central Pennsylvania, Little League Baseball, Girls Softball, Hearing Research, J.T. Simpson Public Library, Leader Dogs for the Blind, Large Print Reader's Digest at the Senior Center, Beacon Lodge for Blind & handicapped campers, Meals on Wheels, New Hope Ministries, Youth Basketball & Bocce ball, Cumberland Co. Seeing Eye Puppies, Mechanicsburg Museum Assoc., 2 Business awards for local High School Students, multiple Eagle Scout Projects, Dog TAGS for Vets, Ironstone Ridge Nature Center, Cumberland Valley Mini-thon for Children's Cancer, District Governor's Projects, Mission Central.

Vision Screening equipment (our club has provided FREE VISION SCREENING to over 6500 kids)



We Serve "Not Above You, Not Beneath You, But With You"



We Serve

Golf Tournament Details

What: 2nd Annual Lions "We Serve" Golf Tournament
Rain or Shine Event
Limited to first 108 Golfers to Sign up and Pay

When: Friday, July 15, 2022

Where: Mayapple Golf Club / Fiddler's Bar & Grill
1 Mayapple Drive
Carlisle, Pa. 17015

Format: 4-Person Scramble

Registration: 7:00am to 7:45am

Tee-Off: 8:00am Shotgun Start

Prizes:
* Top placing teams (1st, 2nd, 3rd)
* Closest to the Pin
* Longest Drive
* 50/50 Raffle
* Silent Auction

Food:
Lunch at Fiddler's Bar & Grill (at the golf course)
* Lunch in Fiddler's Pavilion starting at 1:00pm
* Pulled Pork BBQ, Grilled Chicken, Sides
and Beverages



We Serve "Not Above You, Not Beneath You, But With You"



We Serve

2nd Annual Mechanicsburg Lions "We Serve" Golf Tournament

Sponsorship Details

(Various Sponsor Levels Available)

* Sign Advertisement on the course

* Ad (business card size) on Club Website

* Inclusion in Tournament Brochure

Sponsorship Deadline: June 1, 2022

Player/Team Details

\$75 per player / \$300 per foursome

Includes: Greens & Cart Fees, Complimentary
Range Balls, Lunch, Beverages & Prizes

Registration Deadline: June 15, 2022

**Please detach form on the reverse side
and return with payment**

Please make checks payable to:
Lions Club of Mechanicsburg, PA

Send registration form and checks to:

Wayne DeFonzo
C/O Mechanicsburg Lions Golf Tournament
223 Colonial Drive
Mechanicsburg, Pa. 17050

Please email questions to Wayne at: wdefonzo@gmail.com



We Serve "Not Above You, Not Beneath You, But With You"



We Serve

Clubhouse - Great Room
15 Presidents Drive
Mechanicsburg

Co-sponsored by Mechanicsburg Lions Club

Maximize your blood donation. Help more patients.
If you are an eligible type O, B - or A - donor, consider making a Power Red donation.
Red blood cells are the most commonly transfused blood component.

Please call 1-800-RED CROSS (1-800-733-2767) or visit RedCrossBlood.org and enter: TOASilverSpring to schedule an appointment.

Streamline your donation experience and save up to 15 minutes by visiting RedCrossBlood.org/RapidPass to complete your pre-donation reading and health history questions on the day of your appointment.



Stick to it! Come to give May 20-31 for an exclusive 20-oz. Red Cross aluminum water bottle and sticker set, while supplies last. You can customize your bottle to show your donor pride and stay hydrated for your next donation.

1-800-RED CROSS | RedCrossBlood.org | Download the Blood Donor App
© 2022 The American National Red Cross | 376802-01 CW

For complete up-to-date
schedule, information,
and addl information go to
www.jazzmeentertainment.com

For bookings, contact Kirk at
717-979- 0341, or
e-mail wisemotors@aol.com

**The Jazz Me Entertainment tour is
sponsored by:**

FARNHAM INSURANCE,
MEMBERS 1st F. C. U.,
CLASSIC DRY CLEANERS, STUDIO D
LANDON WISE PHOTOGRAPHY



Doceo, a technology company specializing in copiers, printers and IT services, is moving its corporate headquarters in York, PA to accommodate their continued business growth. Doceo will be moving from its current headquarters at 1499 S. Queen Street to 255 St. Charles Way (right off Route 83).

The new office space will provide Doceo employees with improved workspaces to facilitate internal and external collaboration and communication. The new space is approximately 6,000 square feet and will house approximately 20 employees.

“We are excited to relocate to our new, larger office,” commented John Lewis, CEO & President. “This move represents another significant milestone for our fast-growing technology company. The new space will better accommodate our growing team and enables us to hire additional talent to continue to provide support and service to our local clients.”

The new headquarters will reflect the culture of Doceo and strives to make it a great place to work.



Demand Increases

for Volunteer Mentors in South Central PA.
Big Brothers Big Sisters of the Capital Region seeks adult volunteers for over 80 youth on waiting list across five-county service area: Cumberland, Dauphin, Lancaster, Lebanon & Perry.



Over 80 youth are on BBBSCR's wait list across their five-county service area: Cumberland, Dauphin, Lancaster, Lebanon and Perry counties. The kids, ages 7-17, are enrolled in BBBSCR's one-to-one community-based mentoring program. Adult mentors, “Bigs,” spend a few hours each month with their “Littles,” for low-cost and/or no-cost activities.

Big Brothers Big Sisters of the Capital Region believes every child deserves a chance to realize their potential and that some kids just need an adult mentor to help defend that potential.

Sign up to volunteer with Big Brothers Big Sisters of the Capital Region:
<https://capbigs.org/be-a-mentor/>.



Stress-Free Spring Cleaning

While cleaning a house top to bottom may not top your bucket list, it is a wise ritual to reduce seasonal allergy sniffles and launch a bright, sunny, healthy spring. Use these tips to embrace spring cleaning with open arms.

Allergens abound as the weather warms, and there's never been a better time to clean your house from top to bottom. While cleaning a house may not top your bucket list, it is a wise ritual to reduce seasonal allergy sniffles and launch a bright, sunny, healthy spring. Use these tips to embrace spring cleaning with open arms.

Create a Plan

Break down the daunting task of scrubbing your whole home into manageable chunks that allow you to see success. Create a checklist for each room that outlines what needs to be cleaned, how it should be cleaned, and what the end result should be.

For example, here is a plan for a bathroom:

- Remove all towels and linens, including shower curtain, to be washed
- Remove all products and toiletries and dispose of any that are not in regular use or are very old
- Remove all trash and disinfect trash receptacle
- Spray tub, toilet, and sink with multi-purpose cleaner and allow to sit
- Use glass cleaner on all mirrored surfaces
- Dust and polish light fixtures; replace any mismatched or ailing bulbs and check for signs of wear
- Remove exhaust fan grate and clean; replace
- Scrub tub from top down; use bristle brush to deep-clean grout
- Scrub toilet bowl and wipe down toilet exterior with bleach wipes
- Scrub sink and polish metal faucet; dry
- Wipe interiors of cabinets and drawers; replace liners as needed
- Wipe down baseboards with damp cloth
- Scrub floor and wipe dry
- Replace fresh towels and retained products and toiletries

This amount of detail will empower family members to divide and conquer the workload. Remember to clean from the top down—if you polish the coffee table and shampoo the carpet, don't spoil your hard work by then dusting the ceiling fan.



HIRING - Accounts Receivable Specialist

Department: Finance & Support Services

Reports To: Vice President of Finance & Support Services

Exempt Status: Non-Exempt

Work Schedule: Full-Time. Core hours are Monday-Friday, 8:00-4:30 p.m.

Location: Enola, Pennsylvania USA

Role: To manage and provide accounting functions including general office support with the emphasis on oversight of accounts.

Other areas of responsibility:

- > Maintain accounts receivable by posting and reviewing payment transactions, adjustments, transfers, and billing information.
- > Generate reports, maintain payments batch files, prepare general ledger entries, help resolve pledge receivables issues, and assist with collection of receivables and reconciliations.
- > Assist in auditing campaign envelopes and maintaining Major Donor accounts. Maintain transactions and prepare reports for special events.
- > Assist in reconciling campaign related accounts. Prepare documents related to assigned accounts as necessary for annual audit.



**First United Methodist Church,
Mechanicsburg
is seeking and now accepting
applications for:**

A full-time Director of Office Management & Communications.

This person will be responsible for working with staff to plan and supervise office operations, as well as all internal and external church communications, in line with the mission, vision, core values and strategic objectives of First Church. Education related to business and/or communications, or applicable experience is required.

Further details describing the qualifications, skills, experience, and responsibilities related to this position can be found in the full job description.

Contact: Jeanmarie Hegarty,
jhegarty@uwcr.org for more information