

## JOB REQUIREMENTS

A 4-year degree in accounting, finance or a related field, or a minimum of five (5) years of recent progressively responsible financial experience. The candidate must have recent experience in performing the following:

- a. Proficiency in Microsoft Office, particularly Excel spreadsheets, and adept at creating formulas.
- b. Reconcile 18 cash and investment accounts on a monthly basis.
- c. Prepare monthly and annual financial reports, including but limited to, the General Fund, Sewer Fund, Capital Fund, and Liquid Fuels Fund.
- d. Assist the Township Manager in the preparation of the annual Township budget.
- e. Provide essential information and extensive reports to the Township's financial firm related to the completion of various Township audits on an annual basis.
- f. Accurately process invoices with the ability to allocate the expenses against the appropriate line items within the appropriate funds.
- g. Process the bi-weekly Township payroll, including filing quarterly reports to the Commonwealth of Pennsylvania and the federal government, as well as other entities.
- h. Maintain employee absence tracking relative to vacation, sick, and personal days.
- i. Prepare and submit annual W-2s, 1099s, and 1095 health care forms electronically, and any other forms that may be required.
- j. Process journal entries.
- k. Reconcile the monthly investments as related to the Service and Police pension plans.
- l. Complete annual reports related to the pension funds including but not limited to the AG385 form, and provide information to the actuary with respect to the Minimum Municipal Obligation (MMO) and the actuarial valuation report.
- m. Ability to accurately interpret all Township collective bargaining agreements.
- n. Experience in filing unemployment claims, including financial analysis.
- o. Strong accounting and financial management skills.
- p. Self-motivated with the ability to work in a fast-paced environment.
- q. Ability to work independently or in a group setting.

r. Ability to prioritize tasks with strong attention to detail.

s. Good written, communication and interpersonal skills.

**Job Details:**

a. Rate of pay is \$24.35 per hour;

b. Full-time position with a work schedule being 9:00 a.m. to 5:00 p.m., Monday through Friday.

c. Full benefit package is being offered including health care coverage, vision and dental coverage.

d. Municipal pension is a component of the employment package.

e. Collective bargaining agreement in place.

f. Ability to lift 10 lbs.

g. Ability to sit in an office chair in an upright position unaided for 7 hours.

h. Ability to stand unaided for 1 hour.