

## 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 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 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. Complete annual reports related to the Service and Police pension funds.
- l. Ability to accurately interpret collective bargaining agreements regarding union employees.
- m. Strong accounting and financial management skills.
- n. Self-motivated with the ability to work in a fast-paced environment independently or in a group setting.
- o. Ability to prioritize tasks with strong attention to detail.

**Job Details:**

- a. Annual salary is \$51,900 but will increase in 2024 upon finalization of the new clerical contract.
- 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. Must have the ability to lift 10 lbs.
- g. Must have the ability to sit upright in an office chair unaided for 7 hours.
- h. Must have the ability to stand unaided for 1 hour.
- i. A part-time bookkeeping assistant provides support and assists with various tasks related to the position.