

JOB DESCRIPTION

Position Title: Accounting Coordinator
Department: Finance & Administration
Reports to: Director of Finance

Description of Position: This is a non-exempt, hourly employee position under the supervision of the Director of Finance, responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial and administrative operations. This position must comply with the Finance Procedural Manual, Generally Accepted Accounting Principles, the Municipal Financial By-laws, and all policies and procedures.

Essential Job Functions: The following essential job function are intended to describe the general level of work required for the position. They are not intended as an exhaustive list of all responsibilities, duties, and/or skills required.

- Assist the Finance Director in preparing financial reports (MMO, State Aid, PURTA, etc.) and other information required by outside agencies, including the Township, State, County and other agencies.
- Prepares the monthly bank reconciliations and assists with the preparation of the monthly financial reports.
- Maintain distinct and accurate accounts of all sums received from taxes and other sources.
- Close out accounts, monthly and annually when needed.
- Prepare bi-weekly payroll for all Township employees using Caselle software. Remits payroll deductions to the appropriate entities; post payroll to General Ledger; and review all reports and tax deposits for accuracy. Prepare bi-weekly, monthly, quarterly and annual tax filings (W-2s, 1099s).
- Assist in the preparation of the annual budget.
- Support annual audit preparation and day-to-day administrative tasks within the Finance Department.
- Process and monitor payments (Cash Receipts) and expenditures (Accounts Payable);
- Maintain accurate vendor files, W-9 forms, and direct deposit records.
- Prepare and monitor Escrow billings and payments. Coordinates with Permit Department in regards to Escrows.
- Assist in the management of Assets.
- Responsible for the Records Retention and Disposition of all Finance Department records. Annually review documents and dispose of them per the disposition schedule.
- Accurately input data in varied computer systems (accounting, Excel);
- Work effectively under time constraints to meet deadlines and manage a number of different tasks concurrently.
- Work with accuracy and attention to details.
- Ability to maintain confidentiality due to the nature of the human resources, payroll and financial records.
- Ability to exercise independent judgment and initiative, and carry out job

functions with or without direct supervision or instruction.

- Performs other duties as deemed necessary and assists other departments as needed.

Necessary Occupational Traits, Knowledge, and Ability:

- Proficient knowledge of accounting principles and practices, and accounting software.
- Skilled in the use of Microsoft Word, Excel and Outlook.
- Exceptional organizational skills.
- Effective communication, both verbally and orally.
- Innovative, self-motivated critical thinking approach to tasks.
- Ability to establish and maintain effective working relationships with residents, elected and appointed officials and other employees.
- General knowledge of office management practices and procedures.
- Operate standard office equipment, including but not limited to: computer, printer, copy machine, fax machine, etc.
- Working knowledge of municipal administrative/financial functions and operations desired.

Work Environment & Physical Requirements: The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to sit for extended periods of time while working.
- Constant hand, fingers and arm use and excellent eye-hand coordination.
- To occasionally function in activities involving walking, bending, squatting, reaching and climbing stairs.
- To occasionally stand for extended periods of time.
- Ability to hear clearly and speak intelligibly.
- Ability to see and perform visual activity such as close paperwork, using a display monitor, reading and writing.
- Ability to lift and/or move up to 25 lbs.

Minimum Education, Training, and Experience Requirements:

- Associate's degree in accounting or equivalent – Bachelors in Accounting preferred.
- 2 – 3 years of related experience.
- Thorough knowledge of English in areas such as grammar, spelling and punctuation, typing and filing procedures. Good proofreading skills.
- Prior municipal experience preferred, but willing to train right candidate.
- Valid Driver's License