

Finance Assistant

Lower Gwynedd Township (Pop. 12,076), a Township of the Second Class in Montgomery County, PA is seeking resumes for the position of Finance Assistant. The Finance Assistant is involved in various financial functions of the municipality including accounting, auditing, cash management and purchasing. This position will be cross-trained in accounts payable and accounts receivable responsibilities. In addition, this position will understand processing payroll, bookkeeping, budget assistance, and related office support including telephone coverage. Secretarial work, data collection and file retention required.

The ideal candidate will have strong customer service skills, knowledge of municipal fiscal procedures and policies, and excellent attention to detail. Candidates shall possess proficient skills in Microsoft Office applications including Word, Outlook, and Excel and have experience with financial accounting software. A Bachelor's Degree in Finance, Accounting or related field is helpful. A minimum of 3 years of experience is required with increasing responsibility involving fiscal and budgetary activities in a governmental operation or non-profit organization preferred. A combination of education and/or experience can substitute the requirements. The salary range for this position is \$42,000-\$48,000 dependent on qualifications.

Applicants should submit resume and cover letter to the attention of Jamie Worman, Assistant Township Manager, P.O. Box 625, Spring House, PA 19477 or email jworman@lowergwynedd.org. A full job description can be found on the Township website at www.lowergwynedd.org. Applicants are asked to reply by October 19th, 2021, but resumes will be accepted until the position has been filled.



JOB DESCRIPTION

TITLE: FINANCE ASSISTANT

DEPARTMENT: FINANCE

REPORTS TO: Finance Director
EEO JOB CATEGORY: Professional
DATE JOB DESCRIPTION COMPLETED: October 4, 2021

PURPOSE OF THIS POSITION: The Finance Assistant is involved in various financial functions of the municipality including accounting, auditing, cash management and purchasing; performs complex short- and long-range economic forecasts and analysis. This position will be cross-trained as both an accounts payable and receivable representative and will be responsible for either role as required. In addition, this position will understand the process of bi-weekly payroll, bookkeeping, budget assistance, and related office support. Secretarial work, data collection and file retention required. This position requires a comprehensive knowledge of fiscal principles and practices with excellent attention to detail.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties will be required.

- Responsible for accounts payable or receivable, and administering other Township financial matters as directed. Creates purchase orders, records, codes, checks and evaluates receipts and bills for purchases
- Responsible for the general accounting and financial reporting functions of the Township and assist in other Township financial matters including, but not limited to Scheduled State forms and preparation of required governmental paperwork including W-2's, 1099R, and 1096
- Trained in processing payroll and associated reports and to issue employee payments based on contractual or employee handbook requirements as it relates to salary, benefits, time off and other financial employee benefit items

as directed

- Receive payments for services and prepares receipts
- Respond to financial inquiries from vendors, residents, Township Supervisors and staff
- Works with Township personnel to assure accurate, timely completion of all the work of the department; Accurately complete administrative forms and reports in a timely fashion; Communicate effectively with all levels of personnel
- Receives and counts cash- maintain cash account records and petty cash fund; prepare and make bank deposits
- Prepares accounts receivable billings for developer's escrow accounts
- Establishes and distributes escrow funds as directed by management and regularly consults with developers, attorneys, engineers, and appropriate staff to verify the accuracy of such accounts
- Tracks delinquent accounts and works to get all accounts up to date; Reports problems to Director
- Records and reconciles the purchase and disposal of all fixed assets
- Prepares reports by assembling and analyzing information from several sources
- Independently addresses and resolves moderately complex issues related to assigned duties; Apply common sense understanding to carry out instructions
- Responsible for routine filing within the Accounting Department
- Attend meetings, seminars and conferences as requested by Finance Director or Township Manager
- Carry out job functions with or without supervision
- Assist outside agency handling sewer billing- coordinate and check accuracy of quarterly sewer billing and provide support as needed
- Secretarial work/data-entry required
- All other duties as assigned by Township Manager

NECESSARY OCCUPATIONAL TRAITS:

Knowledge: Knowledge of municipal budgets and the basic principles and practices of local governmental accounting and fiscal methods; Willingness to continue to learn new concepts and ideas concerning local government finance

Skills: Communicate effectively both orally and in writing; Strong organizational skills with an expertise in time management; Computer knowledge and skill in Microsoft Office, MUNIS Financial Software and PayChex, preferred

Abilities: Ability to maintain strict confidentiality with confidential employee information and records; Ability to exercise good judgment, courtesy and tact in dealing with the public, associates and township officials; Ability to analyze and resolve complicated problems

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Finance, Accounting or related field
 - Minimum 3 years of increasingly responsible related experience involving fiscal and budgetary activities in a governmental operation or non-profit organization; OR combination of either or both
 - Comprehensive knowledge of: the principals and practices of local government finances; the principals and practices of fund accounting; Considerable knowledge of budget development, maintenance and control; public finance and fiscal planning, organization and functions of municipal government, payroll and accounts payable/receivable functions, budgetary and accounting and reporting systems; Extensive understanding of Microsoft Office applications and financial software programs
 - Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered
 - Must be bondable
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PHYSICAL DEMANDS OF THE JOB

The physical demands 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 functions.

- Employee is frequently required to sit, stand, talk, hear, use office machines such as computers, telephone, copier, fax and other related office equipment
- Employee may occasionally lift and move up to 25 lbs
- Work is usually performed in an office setting. Occasionally, attendance at meetings may require a different, noisy environment

Applicant's Signature: _____ Date: _____

Note: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.