



## **EAST GOSHEN TOWNSHIP**

### **Staff Accountant – Accounts Payable**

East Goshen Township, Chester County (population 18,410), a Second Class Township, is seeking applications for a highly motivated, experienced accountant under the general direction of the Finance Director.

#### **Job Description**

This employee performs various accounting and bookkeeping tasks, as well as other assigned duties.

**Hours per week:** 40 hours, full-time.

**FLSA Status:** Non-Exempt, Full-time.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The staff accountant's primary responsibilities are as follows:

##### **1) Coordinate Accounts Payable**

- Processes vendor invoices and check requests for payment and enters related data into accounting system. As part of this responsibility, creates routine spreadsheets and payables account analysis.
- Prepares expenditures registers for distribution to Board of Supervisors.
- Prints disbursement checks for signature of Township Manager and Finance Director
- Generates routine and special request accounts payable reports
- Issues annual Form 1099's
- Issues tax exempt certificates when required
- Processes all refunds
- Responds to all vendor/expense-related Right-To-Know requests
- Integral part of annual accounting audit; provides support files; answers requests
- Support Finance Director regarding pertinent payable accounts and tracking of grant funds expended as well as applicable projects
- Add new accounts to the system as necessary and validate they are pulling into appropriate reports; communicate such to Finance Team

##### **2) Coordinate Daily Banking Activity**

- Monitors bank account balances and transfers funds as needed.
- Works with Finance Director to maximize interest bearing accounts and balances
- Prepares bank reconciliations on a monthly basis
- Enters interest earned journal entries and maintains corresponding excel files
- Manages and replenishes petty cash
- Manages credit card reconciliation and reporting
- Monitors Sewer Refuse Clearing Account to ensure proper accounting of funds

##### **3) Provide other support functions**

- Processes registrations and tracks receipts for park and recreation programs and prepares related bank deposit slips
- Serves as notary public for Township
- Provides support for budget preparation and annual audit as required
- Cross-trained on Payroll to provide backup/redundancy when required

- Cross-trained on bi-weekly Treasurer's Report, monthly tax lien report, monthly ABC reports, and monthly All Funds report
- Support the receptionist position and answer phones/resident questions when required.
- Responsible for locking the office safe at the close of the business day
- Performs other special projects as requested

#### **4) Tracks/Reports Liquid Fuels Expenditures**

- Works with PW Director and PW Clerk on expenses to include and any project reports required by PennDot
- Monthly reporting and annual filing of State Liquid Fuels activity

### **JOB SPECIFICATIONS/COMPETENCIES**

#### Education:

- High school diploma or equivalent - required
- Associates Degree or higher preferred

#### Certifications, Licenses and Registrations

- Valid Pennsylvania Driver's License required

#### Experience:

- Minimum of two years of experience in a similar position

#### Supervisory Responsibilities:

- None

#### Computer Skills:

- Intermediate proficiency in Microsoft Office (Word, Excel)
- Knowledge of similar financial software

### **WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to see, hear, speak, use a phone, computer, copier, and postage machine, and move 15 pounds from one location to another.

### **REQUIRED SKILLS:**

The employee must be able to file, type, and use an adding machine. The employee must be able to read and write at a college level. In addition, the employee must be able to reason, solve problems while being interrupted, and provide oral and written communication to Township residents while maintaining composure. Good organizational skills are also required. Candidates must be legally authorized to work in the U.S. without sponsorship now or in the future. A drug test and background check is required.

The anticipated salary range is \$54,750 – \$65,000 with excellent benefits. Actual salary to be based on experience and qualifications.

### **How to Apply:**

Applicants should submit a cover letter, resume and three (3) professional references all as ONE (1) document package via email (attached as PDF) to [dware@eastgoshen.org](mailto:dware@eastgoshen.org) or a hard copy via US mail to: East Goshen Township, Attn: Director of Finance, 1580 Paoli Pike, West Chester, PA 19380, by **5:00 PM, Friday, December 30, 2022**. East Goshen Township is an Equal Opportunity Employer. No phone calls please.