



East Pennsboro Township

JOB VACANCY ANNOUNCEMENT

Job Title: Finance Administrator

Department: Administration

Shifts: M-F 8am-4pm

Classification: Full-Time Non-Exempt

Reports to: Township Manager

Wage Range: \$42,000 - \$46,000 *Based on Experience

The Finance Officer reports to the Township manager and is responsible for preparing financial statements, maintaining cash controls, maintaining accounts payable and managing office operations. The Finance Officer must work within the municipal policies and procedures. Failure to provide adequate services may result in lost or misused revenues, inaccurate financial statements and financial hardships for contractors and suppliers if accounts payables are not processed in an accurate and timely manner.

Essential Duties and Responsibilities:

- Assist with preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Monitor and track grant funding and spending
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts
- Processes supplier invoices
- Maintain the purchase order system
- Ensure data is entered into the system
- Issue checks for all accounts due
- Ensure security for all credit cards and verify charges
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare monthly financial statements
- Prepare quarterly reports and report on variances
- Assist with the annual audit
- Maintain the computerized accounting system
- Maintain financial files and records
- Manage the filing, storage and security of documents
- Respond to citizen inquiries by phone and/or walk-in
- Manage the repair and maintenance of computer and office equipment
- Issue permits and licenses
- Maintain booking registers
- Act as back-up Human Resources for Payroll Processing in the event of vacations or extended absence
- Perform other related duties as required

**The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.



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Required skills:

- Ability to interpret, analyze and troubleshoot complex financial packages, including financial statements, tax credits and bonds.
- Ability to analyze complex problems and reach sound conclusions.
- Ability to recognize and suggest solutions to budgetary problems.
- Ability to effectively communicate, both orally and in writing.
- Ability to maintain harmonious and effective working relationships with employees, elected officials and the general public.
- Comprehensive knowledge of the principles of budgeting and accounts payable.
- Knowledge of computerized financial management system capabilities and procedures.
- Knowledge of Microsoft Word, Excel and Outlook.
- Knowledge of purchasing, procurement, grant administration and project management techniques and requirements.
- Maintain professional demeanor in spite of confrontational atmosphere.

Preferred Skills:

- Knowledge of accounting regulations and requirements established by federal and state agencies.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Finance or a related field, plus three to five years of experience in municipal government
- Four years of experience with progressive financial responsibilities
- Or any equivalent combination of experience and training which provides the knowledge, skills and abilities needed to perform the Essential Duties and Responsibilities of the position.
- A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

Please submit completed applications to:

East Pennsboro Township
Amber Wolfe, Human Resources
awolfe@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.