



## East Pennsboro Township

### JOB VACANCY ANNOUNCEMENT

**Job Title:** Finance Clerk  
**Department:** Administration  
**Shifts:** M-F 8am-4pm

**Classification:** Part-Time/Full-Time Non-Exempt  
**Reports to:** Finance Administrator  
**Wage Range:** Based on Experience

The Finance Clerk reports to the Finance Administrator and will have extensive knowledge of office operations and transaction management. Analytical, evaluation and critical thinking skills are essential to the position. As a representative of the Township, you will make decisions based on the information you have and explain the situation to residents/vendors tactfully and professionally while keeping vigilant records of all transactions and financial numbers.

#### Essential Duties and Responsibilities:

- Maintain financial records carefully and precisely, entering accurate information into forms and spreadsheets and making calculations based on previous and upcoming transactions, ensuring written communication is clear
- Monitor invoicing, billing, payment postings and receipts
- Review purchase orders prior to submission for approval
- Track all expenses and expense reporting
- Prepare comprehensive financial reports and records, budgeting
- Respond to ad hoc requests for reporting and financial information
- Interact with residents/vendors, relaying information, answering inquiries and providing clear explanations on a daily basis, remaining professional and respectful at all times
- Take action to satisfy angry residents/vendors, resolving issues quickly and tactfully and putting negotiation techniques into practice
- Complete administrative responsibilities, filling out forms correctly and quickly and submitting them at the end of each working day
- Follow special instructions from management staff quickly and precisely, fulfilling side projects as instructed
- Perform other related duties as required

#### Required Skills and Qualifications:

- Computer literate and possess knowledge of Microsoft Office suite. (Word, Excel, Outlook, etc)
- QuickBooks (or similar software)
- Knowledge of purchasing, procurement, grant administration and project management techniques and requirements
- Strong problem-solving skills; ability to react to rapid changes or unexpected issues
- Knowledge of accounting regulations and requirements established by federal and state agencies
- Maintain professional demeanor in spite of confrontational atmosphere
- Must complete NIMS ICS 100, 200, 700 and 800 within one (1) year of hire
- High School Diploma, GED, Associates or Bachelor's degree in Accounting, 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.



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**Submission Deadline: April 30<sup>th</sup>, 2020**

**Contact:**

**[employment@eastpennsboro.net](mailto:employment@eastpennsboro.net)**

**717-732-0711 x1203**

**East Pennsboro Township**

**Attn: Employment**

**98 South Enola Drive**

**Enola, PA 17025**