

# Financial Assistant – South Middleton Township

February 24, 2023

Deadline: Friday, April 21, 2023

**Job Title:** Financial Assistant

**Department:** Administration

**Reports To:** Director of Finance/Assistant Manager

**FLSA Status:** Salaried/Exempt

**Position Type:** Full-Time

**Pay Rate:** \$55,000-\$65,000, depending on experience

## Position Summary

The Financial Assistant plays a critical role in partnering with the senior leadership team of the Township in strategic decision making and government operations. The position is responsible for recording, reviewing, and processing of financial and budgetary data. He/she is required to work with all Township departments, to track revenues and expenditures, maintain financial records, assist in preparing budgets, and ensure the proper transaction of Township business. The incumbent will also assist in managing the Township's human resources administrative functions, as well as payroll and employee benefits administration, wellness, and organizational development.

## Essential Duties

- Reports to the Director of Finance.
- Oversees the processing/collection of accounts payable and receivable and monitors cash flow and receipts; prepares all bills and invoices for timely payment, and prepares checks for approval by the Board of Supervisors.
- Processes payroll in an accurate and timely manner along with reconciliations to the general ledger and other accounts; submits tax reports to appropriate agencies.
- Assists in managing group benefits enrollment and administration including health, dental, and life insurance, COBRA administration, change(s) of status, etc.
- Provides oversight to, and review of, the preparation of accurate monthly financial statements (i.e. reconciliations of checking, savings, and other depository accounts) and reports; supervises the recording of cash receipts and bank deposits and transfers for all accounts.

- Oversees and maintains service contracts with vendors, as well as all Township insurance policies.
- Maintains an orderly and accurate financial filing system, electronically and manually; completes all necessary financial reports.
- Assists in developing, administering, and monitoring the annual Operating Budget.
- Retains historical human resources records by designing a filing and retrieval system and keeping past and current records.
- Ensures compliance with local, State, and Federal government reporting requirements.
- Assists the Finance Director in the completion of the Annual Audit, as well as State-mandated audits.
- Prepares bank transfers and works with a broker to manage Township investments.
- Attends meetings, workshops, conferences, and seminars as directed.
- Performs other tasks as assigned.

## Knowledge, Skills, and Abilities

- Knowledge in, and ability to apply, the principles, practices, and techniques of finance, budgeting, and human resource management
- Ability to apply the principles and practices of public administration, including budgeting, and the maintenance of public records
- Must be able to learn, understand, and interpret the Township's various personnel rules and policies
- Ability to understand and carry out oral and written instructions and handle multiple tasks in a timely and professional fashion
- Ability to establish and maintain effective working relationships with the Board of Supervisors and other governmental and regulatory officials, staff, private, and community organizations, developers, contractors, and others encountered in the course of work
- Exercise sound and expert independent judgment within general policy guidelines
- Handle sensitive information and maintain confidentiality
- Serve the public with honesty and integrity

## Education and Experience

- B.S./B.A. in finance, business or public administration, human resources, or a related field
- At least two years' experience in business, finance, or accounting, with preference given to those with supervisory experience
- An equivalent and suitable combination of education and experience will be considered

## How to Apply

Qualified candidates should submit a resume and cover letter to Jarrett Sweeney, Assistant Township Manager, South Middleton Township, 520 Park Drive, Boiling Springs, PA, 17007 or fax to (717) 258-3577 or email to [jsweeney@smiddleton.com](mailto:jsweeney@smiddleton.com).

South Middleton Township offers an employee-focused work environment with a competitive benefits package that includes health insurance for oneself and dependents with low premiums and low deductibles, HRA account, vision, dental, and life insurance, pension plan, tuition assistance, generous vacation and sick leave, and possible relocation assistance.

For more information, please visit the Township's website at [www.smiddleton.com](http://www.smiddleton.com).

South Middleton Township is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.