

## FINANCE/STAFF ACCOUNTANT

### DESCRIPTION:

In addition to the duties described in the Second-Class Township Code, as amended, the Staff Accountant is responsible for performing general ledger account and bank statement reconciliation; preparing journal entries and financial statements; creating and maintaining periodic reporting; assisting with annual budgeting; compiling grant applications and expenditures reporting; and preparing statistical and financial reports for creditors and agencies. The Staff Accountant needs to be bonded through the Township's insurance carrier.

### REPORTING RESPONSIBILITY:

The employee reports to and receives work assignments from the Township Manager, Treasurer and/or Board of Supervisors.

### KEY FUNCTIONS:

- Uses QuickBooks software for receipts, disbursements, balances, invoices, reports and budget in conjunction with the Township's Chart of Accounts.
- Prepares reports for the Board of Supervisors' regular monthly meeting to include Treasurer's Report, Unpaid Bills Detail, Profit and Loss Statement, Budget v. Actual Report and any other reports that might be requested.
- Invoices all recoverable(s) on a monthly basis. Maintains accounts payable records and pursues further action for delinquent accounts.
- Receives and reviews all invoices for accuracy; posts to proper lines in Chart of Accounts; prepares a monthly bill list for BOS approval; prints checks for signature and processes vendor payments.
- Accurately maintains all financial records for Bethel Township, including letters of credit (tracks expiration dates and process all reduction requests in conjunction with the Township Engineer) and escrow accounts.

### BANK ACCOUNTS:

- Oversees all bank accounts in accordance with Section 708. "Depositories of Township Funds" of the Second-Class Township Code.
- Performs monthly reconciliations, monitoring of interest rates and investments and makes suggestions to the Township Manager and Treasurer for changes when appropriate.
- At the direction of the BOS, arranges for the opening and/or closing of cash accounts, including Resolutions, updated signature cards and any further information requested by the financial institution.
- Is proactive in returning escrow funds. Coordinates releases with Township Engineer and Township Manager, for approval by BOS.

### HUMAN RESOURCES/PAYROLL/PENSION

- Responsible for processing payroll, including any functions not performed by payroll company.
- Processes all paperwork regarding hiring and termination, including payroll records, employee health, heart and lung benefits and retirement plans.
- Reviews all quarterly and annual payroll reports for accuracy.
- Ensure all eligible employees are included in Township pension plans, and ensures all pension contributions are made timely
- Prepares Minimum Municipal Obligation (MMO) report before September 30<sup>th</sup>, each year

- Maintains W-9 forms for Township vendors when appropriate and issues 1099s annually in compliance with Federal requirements.
- Coordinates personnel records with Township Manager and Assistant Manager.

#### BUDGET:

- Assists the Treasurer with Drafts of the annual General Fund, Open Space, Infrastructure, Liquid Fuel, Trash Fund and all other Township Funds in coordination with the Township Manager by furnishing reports including data, projections, and financial analysis.
- Meets with the Township Manager on a quarterly basis (or as determined by the Township Manager) to review actual to budget receipts and expenditures and assists in the preparation of special financial reports.

#### AUDITS:

- Works with Township Auditors, Worker's Compensation Auditor, and Liquid Fuel Auditor to facilitate reviews of Township's financial records.

#### REORGANIZATION PREPARATION

- Prepares Resolutions re: annual Fee Schedule; Professionals' Fee Schedule; Approved Depositories, etc. and the Township Directory.

#### CONTRACTS

- Performs an annual review of all Township contracts for price comparisons.
- Renegotiates/issues RFPs when appropriate.
- Coordinates renewal process for insurance policies with insurance carrier and reviews annual policies regarding adequate coverages and costs.

#### OTHER RESPONSIBILITIES:

- Prepares annual financial reports, including but not limited to DCED reports and the Act 205 application.
- Prepares and submits annual PURTA report.
- Prepares and submits annual Foreign Firefighters report.
- Prepares Pension Plan Form AG-385
- Attends and participates in conferences/seminars to maintain professional affiliations and keeps abreast of new developments in municipal finance.
- Prepares Liquid Fuels reports (MS999 and MS965).
- Processes all tax exempt and Statements of Financial Interest forms.
- Back-up as necessary for office staff.
- Coordinates monthly "Reports" for Board of Supervisors.

#### SKILLS AND QUALIFICATION

- Bachelor's degree in accounting, business accounting, or finance
- Internship or professional accounting experience
- Ability and willingness to keep maintain confidentiality
- Familiarity with accounting and corporate finance principles and procedures
- Ability to multitask, prioritize, and organize efficiently

#### OTHER DUTIES AS DESIGNATED BY THE BOARD OF SUPERVISORS AND TOWNSHIP MANAGER

REQUIRED BOND:

- In an amount determined by the Board of Supervisors on an annual basis.

I have read this job description and understand the responsibilities and requirements of this position.

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Employee's Signature & Date

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Township Manager