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| Career Opportunity |

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| Accountant**Government Entity of Company**: West Goshen Township**Location:** West Chester, PA**Salary:** $51,865 - $58,300 Benefits Summary available upon request**GENERAL SUMMARY:**  Under general direction, maintain computer software applications for General Ledger, Fixed Assets, and Project Accounting; enter complex journal entries and reconcile asset and liability accounts; insure timely and accurate completion of all monthly financial reporting; assist with preparation of asset, liability, and fund balance reconciliations for annual audit; process Sewer Authority vendor invoices for payment; maintain escrow project cash balances; maintain fixed asset ledgers and record annual depreciation. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** 1. Assume primary responsibility for Sewer Authority bookkeeping.
2. Prepare financial reports for management and monthly Sewer Authority Board meetings; ensure reports effectively and accurately communicate financial information; prepare or assist Finance Director in preparation of audit reconciliations and documents in preparation of annual financial reports.
3. Receive and process Sewer Authority vendor invoices for payment; generate payables list for Sewer Authority Board approval; print and mail checks and file copies: generate W-9 and 1099 forms.
4. Prepare trustee requisitions for capital expenditures for monthly Sewer Authority Board meeting approval.
5. Generate payments from escrow accounts; maintain escrow project cash balances.
6. Perform accounting tasks; make necessary journal entries to General Ledger; prepare month end adjustments; generate and maintain spreadsheets for reconciliations; and reconcile all asset, liability, and fund balances.
7. Maintain all bank account information; monitor activity, make deposits, and reconcile bank statements.
8. Assist Finance Director in preparation of annual operating budget, annual capital budget, and five-year comprehensive plan.
9. Perform any other job duties that may be necessary and not included on this list.

JOB SPECIFICATIONS:            \* Indicates developed after employment **Knowledge:*** Comprehensive knowledge of generally accepted accounting principles for fund accounting.
* Thorough knowledge of governmental accounting principles promulgated by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
* Thorough knowledge of computer software applications for accounting.
* Comprehensive knowledge of database and spreadsheet applications.
* Comprehensive knowledge of Sewer Authority policy, rules and regulations. \*
* Comprehensive knowledge of department policy and procedure. \*

           **Skill:** * Computer operation.
* Proficient in 10-key adding machine operation.   **Abilities:**
* Ability to analyze financial data and prepare accurate reports.
* Ability to create journal entries to generate financial statements in accordance with generally accepted accounting principles.
* Ability to proofread and validate financial reports and documents.
* Ability to accurately post data to computer and verify results.
* Ability to add, subtract, multiply and divide.
* Ability to sit and operate a computer for extended periods of time.
* Ability to sort items in alphabetical, numerical and subject order.
* Ability to handle multiple tasks simultaneously, and work under pressure of meeting specific deadlines for accomplishing numerous duties and responsibilities.
* Ability to lift light objects; up to 10 lbs. frequently; ability to lift medium objects; up to 25 lbs. occasionally.

           **Education/Employment:** * At a minimum, a Bachelor’s degree in accounting or finance or a Bachelor’s degree in a related field with a minimum of 15 college semester credit hours in accounting.
* Three (3) years of professional accounting work experience.
* CPA preferred, but not required. Required Licenses/Certifications:
* Valid PA Driver’s License, Class C (at time of hire) and ability to meet (and maintain), eligibility for inclusion under West Goshen Township’s vehicle insurance policy.  **Working Conditions:**Work is performed in a busy office environment with frequent interruptions.  Work is generally performed in conjunction with other departments and personnel. DISCLAIMER:  The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position.  They are not intended to be misconstrued as an exhaustive list of all responsibilities, duties and skills required to perform the job.

E-mail resume to: Jdenham@westgoshen.org.; or fax resume to: Finance Director 610-429-0616; EOE. |

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