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| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | Career Opportunity | | |  |  |  | | --- | --- | | |  | | --- | |  | |  |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | 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](mailto:Jdenham@westgoshen.org).; or fax resume to: Finance Director 610-429-0616; EOE. | | |  |  |  | | --- | --- | | |  | | --- | |  | | |
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