

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.
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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.
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- 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.
