

## GENERAL JOB DESCRIPTION

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**TITLE:** Accounting Assistant

**DEPARTMENT:** Finance

**REPORTS TO:** Finance Director

**FLSA:** Non-Exempt

**SALARY RANGE:** Refer to approved salary range schedule

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### Position Summary

The purpose of the Accounting Assistant position is to perform a variety of clerical and accounting tasks.

### Essential Functions

- Data entry inputting financial data into accounting software or Excel spreadsheets and ensuring accuracy and timelines.
- Invoice processing and managing accounts payable and receivable, ensuring payable invoices are processed and payments are made/received promptly.
- Reconciling payable accounts for credit cards and vendor statements.
- Prepares and submits various College Township Water Authority financial reports for monthly meetings.
- Prepares and files federal 1099, 1095-B (ACA), Liquid Fuels (MS-965) and state (DCED) 706B Volunteer Fire Fighter's Relief Fund filings annually.
- Performs a variety of clerical and office work via assistance to the Finance Director and Accountant; drafts correspondence; maintains journal entries, maintains organized files.
- Performs customer service duties at the Water and Tax counters; answers phones.
- Maintains confidentiality of information.
- Performs other duties, as assigned.

### Qualifications

#### Education:

- Associate's Degree in Accounting/Finance or related field required. Bachelor's Degree preferred.

#### Work Experience:

- One (1) year of payables/receivables/payroll full charge experience or two (2) years of experience in clerical accounting or bookkeeping required.

#### Knowledge/Skills/Abilities:

- Demonstrated ability to use Microsoft Office Suite (Excel, Word) and financial accounting software, such as Quickbooks, ERP
- Knowledge of modern office management principles, practices, and equipment.
- Ability to organize, multi-task, establish priorities, and carry out duties and responsibilities with minimal supervision.
- Ability to deal courteously with the public, other members of staff, and supervisory personnel.

- Processes College Township bi-weekly employee payrolls.
- Assists and provides employees with benefits-related materials; establishes and maintains personnel-related documents and records.
- Ability to communicate effectively in written and verbal form.
- Demonstrated ability to use basic mathematics that may be required of this position.
- Ability to work as a member of a team and follow instructions and procedures.

Certifications:

- Possession of a valid Pennsylvania driver's license.
- Must be bondable.

**Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this position include those required for reading, writing and typing.

The noise level in the work environment is usually moderate.

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Reviewed with employee by:

\_\_\_\_\_

Manager's Name

\_\_\_\_\_

Date

**Acknowledgement**

This job description has been reviewed with me by my manager. I have been provided the opportunity to ask questions regarding any aspect of this job description.

**Job Incumbent Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

**Legal Disclaimer:** The Job Description is intended for informational purposes only, and by no means should replace or substitute any governmental and/or non-governmental legal information or advice. Please contact an HR Professional for additional information.