

Title: Part Time Accounting Clerk

Description: A skilled accounting and clerical position requiring the application of double-entry bookkeeping principles and practices. The employee assists the Borough Manager with day to day bookkeeping, reconciliation, reporting, record keeping and data entry. The employee also assists with answering the telephone, reception and public assistance.

FLSA Status: Non-exempt, Part Time with the hours between 8 a.m. – 4:00 p.m. though hours may vary as needs require.

Reporting Responsibility: The employee reports to and receives work assignments from the Borough Manager.

Key Functions:

- Process receipts and expenditures.
- General Journal Entries.
- Keep a distinct and accurate account of all moneys received by the Borough. All money shall be segregated into funds as required by law and/or Borough financial policy.
- Validate, code and sort all invoices, receipts and other documents to be properly recorded.
- Prepare a list of all bills received and submit to the Borough Council at a public meeting for approval.
- Prepare checks for payments of bills approved by the Borough Council.
- Maintain cash escrow accounts and prepare monthly activity report for reconciliation.
- Prepare an accurate monthly treasurer's report for the Borough Manager and Borough Council.
- Prepare a monthly budget comparison as directed by the Borough Manager.
- Monitor and track expenditures and trends with spreadsheets
- Maintain all Borough financial records in an orderly fashion for presentation to the auditors for all required audits.
- Assist with the preparation of state required financial forms for submission as directed.
- Ensure adherence to Generally Accepted Accounting Practices, Borough Policy and Internal Controls.
- Make Bank Deposits as assigned.

Marginal Functions:

- Reception and customer service.
- Receive calls, direct phone inquiries to appropriate staff, assist residents.
- Assist Utilities Manager with monthly sewer and trash bill generation.
- Assist with clerical and finance functions as assigned.

Required Skills, knowledge and ability:

- Experience and skill with double-entry bookkeeping principles and procedures

- Understanding of Fund Accounting and public financial management
- Intermediate or advanced knowledge of Excel, Access and Microsoft Word software applications.
- Accuracy with data entry and calculator functions
- Strong organization and record keeping skills; attention to detail
- Good oral and written communication skills
- Ability to work in a public-customer setting
- Good team building and small office skills
- Good Attendance/Dependable
- Must be Bondable and pass a criminal background check
- Must have Valid Drivers License

Minimum Experience, Education and Training:

- Three years or more bookkeeping/accounting work preferably in the government sector.
- High School diploma or GED
- Microsoft Office