



WARRINGTON TOWNSHIP JOB DESCRIPTION

JOB TITLE:	Staff Accountant (Part-	DEPT:	Finance
REPORTS TO:	Director of Finance	FLSA STATUS:	Hourly
BARGAINING	NA	CLASSIFICATIO	Grade 7A
DATE	March 21, 2022	DATE	

Summary

This is a responsible position that reports to the Director of Finance. This position shall have a particular focus on accounting support, bank reconciliations, general ledger account reconciliations, revenue recording, annual reporting, and back-up support for escrow administration and reconciliation.

Employment Information

- Part-time, up to 20 hours per week. Flexible schedule between the hours of 8:30am-4:30pm Monday-Friday as well as on Saturdays.
- Rate of pay between \$15.00-20.00 per hour during training period. Hourly rate negotiable upon completion of training.
- Not eligible for Township benefits except those that are required by law.

Supervision

None. Works under the general supervision of the Finance Director and Assistant Finance Director.

Essential Functions and Responsibilities

- Document Management.
- Filing.
- Bank Reconciliations.
- Assist Accounts Payable/Accounts Receivable as necessary.
- Cashiering.
- Journal entry and data review.
- Cash receipting and bank deposits.
- General ledger and account reconciliations.

- Escrow account reconciliation.
- Invoicing.
- Back-up receptionist.
- Providing back-up support for annual reporting.
- Assisting with assigned special finance projects and budgetary preparation work.
- Other duties as assigned.

Qualifications

- High School diploma required. Associates or Bachelor's degree in Accounting or related field preferred.
- At least one year of Basic Accounting experience required. Government or Non-Profit Accounting experience preferred.
- Prior accounting experience in fund accounting preferred.
- Knowledge of Municipal Government preferred.
- Knowledge and use of Office 365 and Microsoft Teams preferred.
- Knowledge and use of Microsoft Office (Word, Excel, PowerPoint) is required.
- Knowledge and use of accounting software required.
- Must possess a valid Driver's License.
- Must be willing to undergo a background check, driver's license check and drug and alcohol test.

Knowledge, Skills and Abilities

- Knowledge and understanding of financial or municipal accounting, accounts receivable, and accounts payable.
- Ability to understand and analyze complex financial principles and apply them to assigned daily tasks.
- Strong interpersonal and communication skills; proven experience expressing ideas effectively, both orally and in writing, in the English language.
- Ability to research, write and edit statistical, financial and factual information.
- Ability to exercise good judgment when resolving conflicts.
- Ability and willingness to learn new concepts and ideas related to local government.
- Ability to promote and establish effective working relationships.
- Be willing to work in a fast-paced environment and partner with different teams.
- A great communicator with focus and attention to detail.
- Problem solver.
- While this position does not have direct contact with the public, the individual should be able to maintain a positive public service attitude, if ever asked to assist the front lobby receptionist.
- Possess the ability to pay close attention to details and have a high level of accuracy on all assignments.

- Excellent self-starter and organizational skills.
- Has the ability to prioritize and schedule workload appropriately to meet deadlines.
- Is punctual and maintains regular attendance at work.
- Has the ability to focus in a very busy office with many distractions.
- Has the ability to work independently with little supervision.
- Is competent in the use Office 365 and Microsoft Teams (preferred).

Work Environment

This job generally operates in a professional office setting in a quiet environment but sometimes work may be performed outside of the office or in a public meeting setting, which may result in excess noise levels, at times. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other related office equipment.

Physical Demands

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

- Frequently required to talk and hear.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- To function in activities involving walking, bending, stooping, lifting, reaching above shoulder, climbing stairs, and driving a vehicle.
- Frequently required to sit for up to 4-8 hours, stand for up to 2-8 hours, walk for up to 2-8 hours and drive for up to 1-2 hours per workday.
- To lift, move and carry up to 25 lbs.
- To speak and write English fluently.
- Ability to use both the right and left hand for repetitive actions, firm grasping of tools, equipment, and objects.
- The employee is occasionally required to use hands to hold or feel objects, tools or controls and reach with hands and arms.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Warrington Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.