

West Whiteland Township

101 Commerce Drive, Exton, Pennsylvania 19341
Telephone (610) 363-9525 * Admin Fax (610) 363-5099 * Code Fax (610) 280-7739
Web Page: www.westwhiteland.org

ACCOUNTING CLERK

General Statement of Duties

This is a professional financial and accounting position involving difficult and complex tasks within the Township's fiscal operation. The position reports directly to the Bookkeeper and is involved in all aspects of finance office operations including payroll, accounts payable and receivable, tax collection, employee benefits, computer operations and cash management. The incumbent functions as Bookkeeper in the absence of the Bookkeeper.

Required Knowledge, Skills, Abilities, Training and Experience

- Possession of an Associate's Degree in accounting or finance;
- Thorough knowledge, training, and experience in accounting principles and practices;
- Some experience in governmental accounting;
- Considerable knowledge, training, and experience in generally accepted accounting principles (GAAP), governmental accounting standards (GASB) and administrative policies governing municipal financial practices and procedures;
- Some knowledge of applicable ordinances and regulations governing financial operations of the Township;
- Considerable maturity in dealing with departmental staff members, other Township personnel, government officials, and the general public; and
- Thorough knowledge of modern office practices and standard office and accounting equipment and software, such as Microsoft Office.

Essential Functions

- Act as primary support to the Bookkeeper for financial administration of the Township;
- During extended absence of Bookkeeper, assumes Bookkeeper duties and responsibilities;
- Responsible for compliance with Township accounting policies and procedures including follow-up, self-review and monitoring to ensure proper adherence to policies and procedures;
- Responsible for maintaining full integrity of Township revenues, especially in the area of utilities;
- Receive monies due to the Township, prepare deposits of revenues collected by the Township, and deposit into designated accounts;
- Reconcile all accounts daily which includes checks and cash received by the Township;
- Prepare, process and mail the semi-annual sewer billing. Collect and post all receipts. Maintain account information by customer account. Reconcile cash and accounts receivable balance;
- Compose sewer certifications, monitor payment at settlement, and maintain a list of new property owners;
- Calculate, prepare, and process sewer tapping fees and biannual fees for new customers. Maintain all records including follow up with Solicitor and District Court;
- Collect delinquent fees using documented procedures;
- Resolve unusual or difficult problems arising from the accountability of revenues;

- Prepare disbursement checks for Township Manager/Board of Supervisors signatures. Mail checks and file invoices in their appropriate vendor file;
- Responsible for all payroll functions including integrity of data, payment of payroll and related liabilities, and preparation of reports;
- Responsible for maintaining accurate account ledgers and accounting data in accounting database;
- Responsible for maintaining certain asset, liability, revenue and expenditure spreadsheet schedules per the Finance Director;
- Responsible for the verification and transfer of numerical calculations to various fiscal documents;
- Maintain records on all departmental transactions involved with the Township;
- Prepare and produce departmental operating reports, letters, narrative and statistical reports and memos;
- Assist in the annual budget preparation.

Additional Duties and Responsibilities

- Assist in preparation of annual audit, providing all back-up information and preparing analysis as needed;
- Assist in the maintenance of standard and special computer programs utilized by the Finance Department;
- Assist in the preparation of information needed for contract negotiations;
- Aid in the preparation of the MMO and all other Pension Plan documentation;
- Provide administrative support for the Pension Board, as requested;
- Assist in the preparation of monthly reports for the Township of all tax cash receipts and disbursements for each tax fund plus the annual Commonwealth report of taxes collected;
- Perform other duties as required by the Finance Officer or Township Manager.

Physical/Mental Demands

See attached checklist

Equipment

- Personal and Network Computer Equipment
- Various document producing software
- Various financial and accounting software
- Record Retrieval Equipment
- Copy Machine
- Scanners
- Fax Machines
- Telephone System
- Adding Machine
- Cash Register
- Postage Meter