

North Wales Borough

Part-Time Bookkeeper/Administrative Assistant

GENERAL DESCRIPTION

The Part-Time Bookkeeper/Administrative Assistant will coordinate the Borough's accounting operations and activities including payroll, purchasing, business licenses, accounts payable, general ledger, reconciliations, finance system application, internal controls, and annual audit functions. The employee also performs administrative functions for the Borough Manager and receives assignments, which require a broad knowledge of municipal policies, procedures, and operations.

SUPERVISION RECEIVED

Reports to: Borough Manager

SUPERVISION EXERCISED

None

ESSENTIAL JOB FUNCTIONS

1. Performs monthly close out/reconciliation of accounts.
2. Maintain distinct and accurate accounts of all sums received from taxes and other sources.
3. Enter bi-weekly payroll for all Borough employees; post payroll to the general ledger; review reports and tax deposits for accuracy.
4. Prepare monthly and annual financial reports.
5. Ensure all invoices and payments are processed in a timely manner, transfer funds as required, and provide bills list for approval by Borough Council.
6. Balance and reimburse petty cash fund in accordance with petty cash policy.
7. Maintain accurate records of escrow funds and bill developers as required.
8. Composes reports, letters and correspondence with professionalism and articulation as directed.
9. Accesses, inputs and retrieves data from computer.
10. Receives and announces officials, citizens and others to the office of the Borough Manager, receives and screens incoming calls, schedules appointments and makes travel arrangements; handles requests for information/assistance as possible and uses discretion and knowledge of Borough operations in the appropriate routing of some calls to other sources for disposition; maintains and develops positive public relations through telephone and personal contact.
11. Gathers, assembles, and compiles information from varied sources and performs diversified recording functions which are particular to the administrative operations of the Borough; requires knowledge of the office's functions.
12. Cheerfully greets the public, elected officials, Borough employees, consultants, developers, engineers, attorneys, etc.
13. Performs other duties as deemed necessary.

North Wales Borough

Part-Time Bookkeeper/Administrative Assistant

JOB LOCATION

This position is mainly located at the North Wales Borough Municipal Building, although there may be occasional traveling off site to various sites within and outside the Borough.

EQUIPMENT

- Computer for word processing, spreadsheets, and data entry.
- Printer
- Adding Machine
- Other Office Equipment (copier, postage machine, telephone, etc.)

KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED

- 1-3 years of related experience.
- Ability to communicate with others and receive instructions from Borough Manager.
- Extensive knowledge of operating and using a calculator, copier, scanner, and fax machine.
- Thorough knowledge of filing, record keeping and typing.
- Meticulous attention to grammar, syntax, spelling and punctuation. Excellent proofreading skills.
- Knowledge of computer and applications software including Windows Operating Systems, Microsoft Office and QuickBooks.
- Excellent communication skills, both oral and written.
- Exceptional attention to detail, excellent organizational abilities, and the ability to prioritize among multiple work items.
- Pleasant personality and ability to communicate effectively with the public, elected officials Borough employees, consultants, developers, engineers, attorneys, etc.