

POSITION:

Accounting Clerk I/II (Payroll/Accounts Payable)

PURPOSE:

The main focus of this position is of a financial nature. Performing Payroll on a bi-weekly basis and performing Accounts Payable (paying bills) on the opposite bi-weekly basis. This position requires cross training with the Borough Secretary so that they may assume his/her work when required. This position also works closely with the Borough Manager during the budgeting process and throughout the year by providing him/her with weekly and monthly spreadsheets with summary financial information. Attendance at the monthly Administrative-Public Safety Committee meetings and Council Work Sessions/Meetings may be required when discussing financial or budgetary matters. Attendance at all Budget Work Sessions will be mandatory. Many of these work sessions and meetings are held after normal work hours and, as such, an ability to work evenings is needed.

AUTHORITY:

Reports to the Borough Secretary (and Borough Manager as needed).

RESPONSIBILITIES AND DUTIES:

1. **Payroll** – Review time sheets, post entries in computer, process necessary information, process checks and related printouts. Have knowledge of processing Worker's Compensation payroll checks and Short-Term Disability payroll checks. Prepare payroll expense checks and documents related thereto, including, but not limited to, union dues deductions withheld for transfer of funds to AFSCME, for transfer of authorized deductions as requested by employees to the appropriate agencies and sending wire transfers for payroll, savings clubs and other employee deductions to the designated banks. Fill out the appropriate paperwork and electronically file federal withholding and FICA taxes with the IRS for automatic withdrawal. Prepare transfer checks to cover payroll expenses from multiple Borough checking accounts. Post time sheets to the payroll book for vacations, holidays, etc. Having knowledge of where adjustments need made in connection with quarterly and year end reports in regards to amounts paid to employees as Worker's Compensation and Short-term Disability income. Assign payroll numbers to new employees and complete/review all necessary paperwork. Have an extensive knowledge of and follow the Non-Uniformed Contract guidelines and employment agreements (for non-union staff).
2. **Bill Paying** – Preparation of invoices for payment, which includes making sure all invoices are accurate and were not paid previously, entering and printing purchase orders for entry into the computer system. Complete the bill paying process, which includes printing checks, related printouts, mailing checks and filing invoices with copies of checks. Retrieve from the accounting system information necessary to prepare yearly 1099 MIS Forms for vendors of the Borough.
3. **Miscellaneous** – Perform routine office work as needed, including issuing permits, etc. Assume duties of the Borough Secretary and Refuse Secretary when the need arises, as well as whatever may be necessary to keep the Borough's everyday operations functional.

4. **Financial Calculations** – undertake financial calculations associated with various tasks including the Fire Department Worker's Compensation Payments, Pension Calculations, and Individual Retirement Calculation documentation.
5. **Banking** – Process daily and weekly banking transactions and undertake bank account reconciliations (if necessary).
6. On-board new employees and new elected officials.
7. Maintain Borough personnel files in a confidential manner.
8. Assist office staff in answering telephones and assisting walk-in guests.
9. Maintain spreadsheets associated with the annual Borough Budgeting process.
10. Maintain weekly and monthly spreadsheets associated with the Borough finances.
11. Assist Borough Secretary and Borough Manager with the annual Borough Audit and with project/grant specific audits.
12. Perform other duties as assigned by the Borough Secretary or Borough Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Minimum Education – High School degree or GED with technical training on computer skills and accounting experience.

Preferred Education – Two (2) or four (4) year college degree with specialization in Accounting or Business Management.

Minimum Experience – Two (2) years working in a similar position with similar responsibilities.

Preferred Experience – Two (2) years working for a local municipal government or similar governmental entity in a similar position with similar responsibilities or five (5) years working in the private sector in a similar position with similar responsibilities.

Physical Condition - Excellent. Must be able to lift twenty (20 lbs.). Must be able to handle a fast paced, high stress office work environment. Must be able to sit for long periods of time. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand or sit, move, talk, and hear. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch or crawl, and smell.
2. The employee must routinely lift up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

License – Possession of a valid Pennsylvania Driver's License shall be required.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works in an office environment. The employee regularly works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.
2. The noise level of the work environment is usually moderate.

Special Skills - Accurate mathematical and reading skills. Understanding a variety of computer programs and being able to communicate with computer consultants to keep the programs running efficiently. Expertise in Microsoft Office software. Experience in using accounting software packages and an ability to learn new accounting software. Must be able to operate office equipment, including, but not limited to typewriter, computer, fax, copier, and radio. Strong attention to detail. Must keep accurate, detailed records and have a high level of accuracy with regards to data input. Possess tact, patience and a pleasant disposition in handling public relations.