

**Job Objective (Purpose of the position):** Prepares and manages Township budget; logs financial account information; reconciles and balances accounts; compiles payroll data and generates checks; issues invoices for payment.

**General Definition**

This is a professional administrative position which entails accounting and bookkeeping work of considerable difficulty. The employee in this position plans, organizes, directs and controls the activities of the Finance Departments including budget preparation, accounting procedures, financial analysis and basic bookkeeping activities. The position is also responsible for overseeing the preparation of the annual audit and financial statements, and working with auditors, financial institutions, department heads and the public.

**Supervision Exercised**

None

**Supervision Received**

Receives general supervision from the Township Manager

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**Work Schedule**

The employee in this position is required to work weekdays from 8:30 to 5:00 for a total of 37.5 hours per week. The employee may also be required to work additional hours including meetings after hours, if necessary.

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**Essential Job Functions (the listed examples may not include all of the tasks which may be required of this position)**

- Collects and processes financial data used for preparing Township budget and payroll.
- Coordinates and prepares the preliminary and final Township budget.
- Compiles payroll data such as hours worked, overtime, sick/vacation/personal days from employee time sheets; posts and logs financial/payroll information to accounts; maintains files.
- Maintains general ledgers, budgetary encumbrance, revenues and expenditures.
- Audits transmittal slips and accompanying receipts from Department Heads; prepares consolidated receipt statements and transmits to Township Treasurer.
- Maintains accounts receivable and payable records.
- Reconciles monthly receipts with Township Treasurer.
- Prepares monthly bill listing for Township Manager and Board of Commissioners' approval.
- Maintains computerized purchase order system.
- Maintains and compares balances of all financial accounts such as general, payroll, capital, recycling, and general fund investment ledgers.
- Accesses, inputs and retrieves financial information from computer; completes back-up files.

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- Reviews, verifies, and matches invoices with checks; assigns check number to checks and/or codes invoices; distributes checks and mails invoices.
  - Prepares and generates documents, forms, and reports such as management reports, spread sheets, bid opening reports, reports of earnings, Township & escrow charges, weekly payroll, and correspondence.
  - Assimilates reports from multiple documents.
  - Administers petty cash fund.
  - Generates and prints payroll and retirement benefit checks from computer.
  - Provides all financial information requested by auditors.
  - Oversees financial portion of employee benefit plans and employee inquiries regarding benefit plans.
  - Handles vendor inquiries.
  - Completes all tax and/or insurance forms, reports and deposits; deposits checks and/or transfer disks into bank accounts.
  - Coordinates daily activities with other departments to verify account information.
  - Resolves complicated problems connected with the accounting of financial transactions.
  - Monitors departmental spending and prepares monthly reports for review by Department Heads.
  - Performs related duties as required.

**Essential Knowledge and Abilities**

- Extensive knowledge of the principals and methods of financial administration, particularly in the areas of municipal accounting, budgeting, auditing, and treasury management.
- Extensive knowledge of general ledger account structure.
- Knowledge of laws regulating financial administration of municipal government.
- Knowledge of principles and techniques of budget development and administration.
- Knowledge in fund accounting and cash investment activity.
- Knowledge of accounting software including data processing applications.
- The ability to communicate effectively both orally and in writing.
- The ability to read and interpret financial and statistical information.
- The ability to develop and maintain sound accounting and financial reporting systems, procedures and policies.
- The ability to work closely with others, and to exercise good judgment, courtesy and tact in dealing with coworkers and the public.
- The ability to understand and carry out instructions.
- The ability to organize and prioritize assignments.

**Physical Demands**

- The ability to sit, handle office implements frequently; repetitive fine manipulation.
- The ability to use hands to finger, handle or feel.
- The ability to reach with hands and arms.
- The ability to stoop, kneel, crouch or crawl.

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- The ability to sit, reach at waist level, handle office implements, and perform fine manipulation frequently; stand, walk, bend, reach at all levels occasionally.
- Possess visual acuity (near vision continuously).
- Occasional lifting of objects up to 40 pounds.

**Minimum Education, Training and Experience Required**

Bachelor’s Degree with major course work in accounting/finance or closely related field, along with extensive knowledge of government accounting and financial management, basic bookkeeping and standard office procedures is required.

Minimum of four (4) years of extensive (full-time), directly related, and progressively responsible municipal finance experience in a similarly sized municipality or governmental agency.

**Job Location (Place[s] where work is performed)**

Springfield Township Administration Building.

**Equipment (Examples of machines, devices, tools, etc. used in job performance)**

Computer; typewriter; telephone; calculator; copy machine; fax machine; paperwork.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_