

**Job Objective (Purpose of the position):** Under the direction and supervision of the Assistant Manager/Finance Director, the Finance Administrator performs various accounting functions and administrative support as directed.

**General Definition**

This is specialized work directly supporting municipal financial operations. Duties will include entering payroll information for weekly and bi-weekly payrolls, accounts payable and preparing deposits for the Treasurer. The finance administrator will perform necessary administrative and clerical functions as directed. Applicants must be proficient in Microsoft Word, Excel, Power Point, Outlook and QuickBooks,(or another integrated accounting software) and have knowledge of standard office procedures.

**Supervision Exercised**

None

**Supervision Received**

Under the supervision of the Asst Manager/Finance Director.

**Work Schedule**

The employee in this position is required to work weekdays from 8:30 AM to 5:00 PM for a total of 37.5 hours per week. The employee is not normally required to work more than scheduled.

**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.
- 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.
- Prepare, verify, and process invoices per established protocols.
- Assist with preparation of monthly financial reports and supporting documentation.
- Assist with year-end processes and procedures including but not limited to 1099s, year-end journal entries, year-end accruals, and audit requests.
- Exercise good judgment and initiative and carry out job functions under general supervision.
- Accurately organize and record financial data and maintain financial and office filing systems according to departmental guidelines and federal, state, and local regulations.
- Follow financial record retention schedules to maintain records and to ensure security and timely access to applicable files and records.
- Research and respond to inquiries from internal and external customers.

**DEPARTMENT:** Administration

**JOB CATEGORY:** OFFICE & CLERICAL

- Work effectively under time constraints to meet deadlines and manage several different tasks concurrently.
- Work with accuracy and attention to detail.
- Maintain privacy of confidential data, records, correspondence and/or files (e.g., payroll, contracts, claims and P&Ls).
- Communicate effectively in writing and verbally to convey information in a clear and concise manner.
- Establish and maintain effective working relationships with co-workers, other departments, members, etc.
- Carry out job functions without posing a health or safety threat to self or others.
- Maintain acceptable attendance standards.
- Establish and maintain effective working relationships with management, co-workers, other departments, elected officials.
- Perform related duties and responsibilities as assigned.

### **Essential Knowledge and Abilities**

- Able to accept and follow orders and instructions of supervisor(s) and conduct job functions within established standards with or without direct supervision.
- Possess and demonstrate excellent customer services skills.
- Working knowledge of municipal administrative functions and occupational hazards and safety practices and procedures.
- Proficiency and experience using Microsoft Word, Excel, Power Point, Outlook and QuickBooks (or another integrated accounting software) programs.
- Ability to maintain confidentiality of information.

### **Physical Demands**

- Ability to sit and/or stand frequently for prolonged periods of time.
- To occasionally function in activities involving walking, bending, squatting, reaching, and climbing stairs.
- Ability to see and hear clearly and speak intelligibly.
- Ability to see and perform visual activities such as close paperwork, using a computer monitor, reading, and writing.

### **Minimum Education, Training and Experience Required**

- Associate's degree in accounting, finance or business administration with five years of accounting and/or bookkeeping experience in a government setting; or
- Bachelor's Degree in accounting, finance, or business administration with one to two years of accounting and/or office experience; or
- Equivalent combination of education, experience and/or training which provides the knowledge, skills, and abilities necessary to perform the essential functions of the position and required work.
- Knowledge of accounting methods and terms, mathematical computations and posting procedures.
- General knowledge of office practices and procedures.

**DEPARTMENT:** Administration

**JOB CATEGORY:** OFFICE & CLERICAL

- Strong interpersonal skills to effectively cultivate relationships with Trust staff, current and prospective members, vendors, etc.
- Ability to organize, plan and prioritize workload involving multiple projects at one time.
- Possess critical thinking skills and problem-solving abilities.
- Must possess a valid Pennsylvania Driver's License

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

Springfield Township Administration/Police Building located 1510 Paper Mill Road in Wyndmoor, Pennsylvania 19038.

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

Standard office equipment, including but not limited to computers, MS Office software, desktop publishing software, website software, fax, photocopier, phone system, geographic information systems, etc.

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