



P.O. Box 1, Pocopson PA 19366
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Pocopson Township Township Bookkeeper

Title: Township Bookkeeper

Work Location: Township Administrative Office, 664 S. Wawaset Road, West Chester, PA 19382.

Function: We are seeking a highly motivated Part-Time Municipal Bookkeeper/Accountant to join our municipal team.

Reports to: Board of Supervisors, Township Secretary and Treasurer appointed by the Board of Supervisors.

Part-time: 30 hrs/week, includes benefits.

- Cash Disbursements
- Township Receivables
- Bank Account Reconciliation
- Payroll Processing
- Board of Supervisors Meeting Reports, including Warrant Sheet
- Positive Pay
- Assist Treasurer in annual budget preparation
- File annual, required state reports
- Act as a point of contact for township auditors and provide all necessary documentation and information
- Provide various accounting and bookkeeping projects as assigned.

Other Duties and Responsibilities:

- Provide advice and assistance to Board of Supervisors and Department Heads regarding financial issues.
- Attend conferences, seminars, training programs as directed by the Board of Supervisors.

Requirements – Skills and Expertise

- Experience in public fiscal administration, proficiency in accounting and financial matters preferred.
- Expert in QuickBooks, Microsoft Office Suite required with proficiency in Excel.

- Excellent communication skills, oral and written for interface with internal and external customers.
- Ability to multi-task, solve problems, and work in a deadline-driven environment.
- Ability to work independently, organizationally proficient (time and task prioritization).
- Flexibility – able to work as part of a team, for the Board, with constituents.
- Strong attention to detail.
- Ability to communicate in a professional manner in-person, via email and other electronic means.

Education

- Bachelor's or associate degree in accounting, finance or related field, or equivalent experience.
- Three plus years' experience in accounting with a municipality preferred.

Special Requirements

- Must have a valid PA driver's license, submit to a security check.