



Northampton Township Position Classification Plan

Job Title: Staff Accountant

Department: Finance

Category: Full-Time Regular, Non- Exempt

Supervisor: Finance Director

PURPOSE:

Performs a variety of technical and administrative accounting tasks required to maintain the fiscal records of the Township.

ESSENTIAL FUNCTIONS

- Works collaboratively with departments to process accounts receivable invoices and bills and maintain associated records.
- Collects and reconciles cash deposits throughout the Township Departments.
- Delivers cash to the bank every Friday and every final business day of the month.
- Oversee banking activity including automated clearing house (ACH) wire transfers, check processing, outstanding checks, and overall cash flow.
- Reconciles escrow accounts monthly and resolves issues as necessary.
- Receives, processes, and files tax reports from the Tax Collector or a designated agency.
- Creates and recommends improved accounting methods and processes.
- Prepares credit applications with businesses.
- Assists in the annual auditing process by providing financial documents and reports as requested.
- Tracks Grant expenditures, processes and submits for reimbursements
- Assists with preparation and schedules for annual Township Budget.
- Maintains Township personnel clearance records.
- Run seasonal payroll through ADP services; assists Managers with onboarding of employees.
- Other duties as assigned.

SPECIFIC JOB REQUIREMENTS

Education

- Graduation from an accredited college with a Bachelor's degree, including or supplemented by substantive coursework in accounting or related business field.

Experience

- Two years of accounting or related experience. Experience in a local government is preferred.

- Applicants who do not possess the Bachelor's degree, but do possess twenty-one (21) semester credit hours in accounting may substitute the remaining education with experience as indicated above on a year-for-year basis.

Knowledge

- Considerable knowledge of accounting principles and the ability to acquire considerable knowledge of their application to accounting situations in accordance with statutory or established Township procedures.
- Considerable knowledge of the federal and state laws and rules on the installation and maintenance of accounts of the Township.
- Considerable knowledge of the records and systems used in keeping accounts of financial transactions.
- Considerable knowledge of computer spreadsheet program Microsoft Excel.
- Thorough knowledge of the accounting responsibilities of the Township.
- Wide knowledge of the nature of discrepancies in financial data and of the proper form of financial documents.
- Wide knowledge of the interpretation of accounting and other financial reports on an accrual basis.

Abilities

- Ability to analyze laws and rules on the installation and maintenance of the accounts of the Township and to apply them to specific situations.
- Ability to initiate changes in accounting procedures when required.
- Ability to provide assistance to accounting staff and other employees involved with financial records.
- Ability to communicate effectively with associates and the accounting staff.
- Ability to assign work, as required, provide advice when accounting problems arise, and review their work to assure compliance with reasonable standards.
- Ability to prepare and interpret financial statements and reports based on extensive financial standards.
- Ability to make involved mathematical computations and compilations accurately and with reasonable speed and to use calculating equipment.
- Ability to prepare financial and other reports.
- Ability to maintain accounting and related records and files.
- Ability to utilize the various types of electronic and/or manual equipment and information systems used by the Township.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- 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 disability to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee is required to use office machines such as computers, calculators, telephone, and other related office equipment.
- The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is usually performed in an office setting with a quiet environment.
- Periodic use of a motor vehicle is required.
- A 37.5 hour work week is normal for this job. Occasionally, during budget preparation times or other unforeseen circumstances, the employee may be required to work additional hours.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

DISCLAIMER

- The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive or all-inclusive list of all responsibilities, duties and skills required to perform the job.
- This job description does not constitute an employment agreement between Northampton Township and Employee, and may be revised as the duties of this position evolve.
- Northampton Township (the "Township") is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Township provides reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Township.