



Job Title: Assistant Finance Director

FLSA Status: Exempt

Department: Finance

Wage: _____

Reports to: Finance Director

Hours: PT (20-Hours per week)

SUMMARY:

The Job profile of the Assistant Finance Director Position consists of the responsibility for intake, investigation, and payment processing of all invoices received by the Borough, bi-weekly payroll submission, personnel file maintenance and other financial related duties. This position reports to the Finance Director.

ESSENTIAL DUTIES:

Performs all tasks associated with Accounts Payable function for the Borough including the following:

- Intake of invoices, distribution or account assignment, processing weekly check runs, and mailing all Borough payments
- Running and maintaining appropriate reports
- Vendor and file maintenance
- Completing W-9's as requested
- Completing annual 1099's
- Invoice/account problem resolution

Responsible for bi-weekly payroll including the following:

- Submission of payroll for approx. 40 employees
- Account assignment and journal entry preparation associated with payroll
- Assistance with onboarding of new employees, forms associated with benefit enrollment and changes, as well as assistance with termination forms
- Personnel file maintenance
- PTO tracking for all employees

Other duties such as the following:

- Journal entries relating to monthly close and account corrections
- Reconciliations for escrow and reimbursement accounts, as well as limited activity bank accounts
- Fixed assets entry and report maintenance
- Assistance with preparation of Annual Audit
- Assistance with preparation of Annual Budget
- Employee may be required to perform related duties as needed

Necessary Knowledge, Skills and Abilities

- Understanding of municipal accounting environment and accounts payable processes
- Understanding of payroll (rules, taxes, deductions, etc.)
- Working knowledge of other human resource functions such as benefits
- Working knowledge of computer applications for accounting financial functions
- Working knowledge of GAAP and GASB
- Task oriented
- Aptitude for numbers and attention to detail

- Excellent organizational skills and adheres to regular deadlines
- Attentive customer service
- Communicate effectively in written and oral form
- Patient and understanding with employees and sensitive topics
- Maintain confidential information
- Problem resolution

SUPERVISORY RESPONSIBILITIES: None.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be willing and able to consent to a police background check prior to hiring.

EDUCATION & EXPERIENCE: Bachelor of Science Degree in Accounting or equivalent on the job experience as well as at least 3-5 years' experience in government accounting environment preferred.

LANGUAGE SKILLS: Ability to speak, read, write, understand, and interpret documents. Have the ability to work courteously with office personnel and the general public.

MATHEMATICAL SKILLS: Basic math skills necessary.

COMPUTER SKILLS: Basic knowledge of word-processing, internet usage and other applicable software. Have knowledge of modern office practices and procedures.

REASONING ABILITY: Ability to solve practical problems.

CERTIFICATES, LICENSES, REGISTRATIONS: None required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk, use hands and fingers, various tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

EQUIPMENT:

Use of phone system, personal computer, including word processing and spreadsheet/financial software, payroll software, copy machine, mail machine, and calculator.

JOB LOCATION:

Borough Hall and other locations in and around the Borough.

HOURS of WORK

Part-time (approximately 20 hours per week), with flexible work hours.

HOW to APPLY

You can fill out an application for this position [here](#).