



## **Staff Accountant**

Lower Gwynedd Township, a Township of the Second Class in Montgomery County, PA is seeking resumes for the position of Staff Accountant. This is a newly created position with potential for growth and the opportunity to work for an exceptional municipality. The ideal candidate will understand the basics of Accounting, Trial Balance, Journal Entries, Month-end Close, and be proficient in Excel. The Staff Accountant is responsible for reconciliations, accounts payable, escrows and deposits. Candidates must have the ability to complete tasks with minimal supervision and maintain confidentiality. Experience with MUNIS software and knowledge of municipal fiscal procedures and government accounting preferred. Bachelor of Science degree in Accounting is required along with 3 years progressive experience. The salary range for this position is \$50K-\$65K dependent on qualifications.

Applicants should submit resume and cover letter to the attention of Melinda Haldeman, Finance Director, P.O. Box 625, Spring House, PA 19477 or email [mhaldeman@lowergwynedd.org](mailto:mhaldeman@lowergwynedd.org). This position will remain open until filled.



## **JOB DESCRIPTION**

TITLE: Staff Accountant

DEPT: Finance

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**REPORTS TO:** Finance Director

**DATE JOB DESCRIPTION COMPLETED:** February 29, 2024

**REPLACES JOB DESCRIPTION DATED:** New Job Description

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**PURPOSE OF THIS POSITION:** The Staff Accountant participates in the various accounting and financial functions of the municipality, which include cash receipts, accounts payable, payroll, reconciliations, month end procedures, budgeting and accurate timely reporting.

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### **TYPICAL EXAMPLES OF WORK:**

- Work with Finance Director and Assistant Finance Director on various tasks needed to facilitate the month-end reporting and analysis.
- Receive payments for services and prepare receipts and deposit slips.
- Manage all aspects of Developers Escrow Accounts.
- Reconciliation of Sewer Accounts Receivable.
- Respond to financial inquiries from vendors, residents, Township Supervisors, and staff.
- Work as a team with Township personnel to assure accurate and timely completion of financial work.
- Prepare reports by assembling and analyzing information from various sources.
- Independently address and resolve moderately complex issues related to assigned duties.
- Routine filing and data entry within the Finance Department.

- Accurately complete administrative forms and reports in a timely fashion.
  - Attend meetings, seminars and conferences as requested by supervisor.
  - Respond to inquiries and complaints in a timely and professional manner.
  - Other duties as assigned.
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## **NECESSARY OCCUPATIONAL TRAITS:**

### **Knowledge of:**

- principles and practices of local government finances, including fund accounting, budget development, month and year end close
- basic concepts of accounting, including a trial balance, debits, credits, balance sheet, income statement, month and year end close, reconciliation, reporting and analysis
- requirements of the PA Second-Class Township Code and other applicable laws and regulations related to local government finance

### **Skills:**

- Reconciliation, reporting and analysis of accounts
- General familiarity with Microsoft Office software, including SharePoint
- Proficiency with Microsoft Excel
- Strong organizational and time management skills

### **Ability to:**

- maintain strict confidentiality with employee information and records
  - communicate clearly both orally and in writing.
  - work well with others, interacting with the public, associates and Township officials with respect and tact
  - carry out job functions effectively with or without supervision
  - exercise sound judgment in evaluating situations and making decisions
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## **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in accounting
- Three years of increasingly responsible related experience
- Valid Driver's License

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**PHYSICAL DEMANDS & WORK ENVIRONMENT**

- Employee is frequently required to sit, stand, talk, hear, and use office machines such as computers, telephone, copier, fax and other related office equipment.
- Employee may occasionally lift and move up to 25 lbs.
- Specific vision abilities required by this position include close vision and the ability to adjust focus.
- Work is usually performed in an office setting. Occasionally, attendance at meetings may require a different, noisy environment.

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**GENERAL SIGN-OFF:**

The employee is expected to adhere to all policies in the LGT Personnel Policies and Procedures Manual while employed. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exclusive list of all responsibilities, duties and skills required to perform the job.

I have read and understand the contents of this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_