

BOROUGH OF BELLEFONTE

POSITION DESCRIPTION

POSITION TITLE:	Accounting Assistant to the Finance Director
DEPARTMENT:	General Government
REPORTS TO:	Finance Director daily, Borough Manager overall
FLSA STATUS:	Part-time

POSITION SUMMARY:

The Accounting Assistant to the Finance Director provides administrative and financial support to the Finance Director in managing the financial operations of the Borough. This position plays a key role in maintaining accurate financial records, assisting with budget preparation, processing financial transactions, and ensuring compliance with applicable regulations. The position is responsible for providing accounting support, maintaining financial records, and assisting with a broad range of financial functions under the direction of the Finance Director. This position performs complex professional and administrative work within the structure of the Borough government. This position is part time, 20 hours, and could potentially progress to more significant responsibilities.

KEY RESPONSIBILITIES OF THE POSITION:

- Prepares and issues all disbursements, including correctly coding all items.
- Maintains all documentation for disbursements, including maintaining accurate/up-to-date financial files and records.
- Records daily deposits into accounting system and maintains supporting documentation.
- Contacts external vendors in order to obtain additional information/documentation.
- Prepares and mails invoices, as required.
- Assists the Finance Director in various accounting needs, as directed.
- Alongside the Finance Director, maintains a working relationship with the departments with regard to financial matters.
- Identifies problem areas and makes recommendations to the Finance Director to resolve issues.
- Prepares information as directed by the Finance Director.
- Provides administrative support to the Finance Director.
- Performs special projects as directed by the Finance Director.
- Performs other job-related duties as assigned by the Finance Director or determined by Borough Manager.
- Assist with answering phones and waiting on customers, when needed.
- Other office duties as directed by Finance Director or by Borough Manager.

QUALIFICATIONS:

- Associates degree in Accounting, Finance or related field required, bachelor's degree preferred. Two or more years of progressive experience in accounting. Experience working in a government entity preferred, but not required.
- Understanding of basic accounting principles and practices necessary.
- Working knowledge of accounting software and relevant technology. Skill in computer applications, including using Microsoft Office Suite, especially excel. Skill in using office equipment, including copiers, scanners and fax machines.
- Strong attention to detail and accuracy in financial data. Ability to organize and manage financial records and documents.
- Ability to manage multiple tasks and deadlines effectively.
- Excellent oral and written communication skills. Excellent organizational, document management and record keeping skills.
- Ability to work well with others, safeguard sensitive or confidential information from intentional or unintentional disclosure.

ENVIRONMENTAL/PHYSIOLOGICAL FACTORS FOR THE POSITION:

- Work in an office environment.
- Attend meetings inside and outside of office.
- Frequent interruptions and schedule changes.
- Must possess the visual acuity to analyze data and figures, operate a computer terminal, and do extensive reading.