

Borough of Bellefonte Employment Application

**301 North Spring Street, Suite 200
Bellefonte, PA 16823
(814) 355-1501**

Please complete all parts of the application, attach a personal resume, and return your information to the Borough of Bellefonte. If you have no information to enter in a section, please write N/A.

Accounting Assistant to the Finance Director

Bellefonte Borough is seeking an Accounting Assistant to the Finance Director to provide administrative support for the Finance Director. This part-time role, offering 20 hours per week with the possibility of transitioning to full-time, is responsible for providing accounting support, maintaining financial records, and assisting with a broad range of financial functions.

Key Responsibilities:

Assist the Finance Director and maintain accurate financial records and documentation in compliance with municipal standards. Participate in preparation of budget and audit materials and other areas based on the workload needs of the Finance Director. The role requires excellent communication and organizational skills and strong attention to detail with effective record-keeping abilities.

Required Skills and Qualifications:

Associate Degree in Accounting, Finance, or a related field; Bachelor's degree is preferred. Proficiency in accounting software and Microsoft Office Suite especially Excel is needed. Experience working in a government entity is preferred.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability which does not prevent the applicant from being capable of performing the essential functions of a position, with or without reasonable accommodation. The Borough of Bellefonte is an Equal Opportunity Employer.

PERSONAL

Today's Date: _____

Name _____
Last First Middle

Present Address _____
Street Address Home Phone

City State Business Phone

Email Address Message or Cell Phone

Date Available to Start: _____

- Were you employed by the Borough of Bellefonte before? ☐ Yes ☐ No

If yes, give dates _____

and position held _____

- Do you possess a valid PA Drivers License? ☐ Yes ☐ No
- Will any outside activity interfere with your job performance? ☐ Yes ☐ No
- Will you provide the \$10.00 for a background record check(s) if required? ☐ Yes ☐ No

EDUCATION

School	Name and Address of School	Course of Study	Years Completed (circle)	Did You Graduate?	Degree or Diploma
High School			9 10 11 12	☐ Yes ☐ No	
Technical School / Community College			1 2 3 4	☐ Yes ☐ No	
College			1 2 3 4	☐ Yes ☐ No	
Other College, University, Graduate School or Military			1 2 3 4	☐ Yes ☐ No	

EMPLOYMENT EXPERIENCE

List below all present and past employment. Begin with your present or most recent employer.

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties:	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? ☐ Yes ☐ No	

Employer	Telephone
Address	Employed from _____ to _____

Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? ☐ Yes ☐ No	

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? ☐ Yes ☐ No	

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? ☐ Yes ☐ No	

The required resume may include additional employers.

Use this space to list or summarize any additional information necessary to describe your full qualifications for this position (For example: training, certifications, licenses and/or memberships).
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PERSONAL REFERENCES

List three references who are not related to you.

Name

Address

Position

Phone Number

1. _____

2. _____

3. _____

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all Offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense: includes felonies, misdemeanors, summary offenses and convictions resulting from a Plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a Magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? ____ Yes ____ No

Are you currently under charges for a criminal offense? ____ Yes ____ No

Have you ever forfeited bond or collateral in connection with a criminal offense? ____ Yes ____ No

Within the last ten years, have you been fired from any job for any reason? ____ Yes ____ No

Within the last ten years, have you quit a job after being notified that you would be fired? ____ Yes ____ No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of Paper, including dates, and attach it to this application.

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or

termination of employment. Furthermore, it is understood that this application and records become the property of the Borough of Bellefonte which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the Borough now in force and effect or as they may change during my employment, if I am employed by the Borough of Bellefonte.

Signature of Applicant

Date

I hereby authorize the Borough of Bellefonte to conduct work history, personal reference, or police record inquiries to determine my acceptability for employment.

Signature of Applicant

Date

**Return the completed application to the
Borough of Bellefonte
301 North Spring Street
Bellefonte, PA 16823
Telephone: 355-1501
www.bellefonte.net**

**Deadline for Submittal:
Open until the position is filled**