



TOWNSHIP OF NETHER PROVIDENCE

214 Sykes Lane, Wallingford, PA 19086-6350
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www.netherprovidence.org

Bookkeeper and Administrative Assistant

GENERAL DESCRIPTION: This is a financial and administrative position that is responsible for the payment of bills and the handing of administrative affairs.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties might be required.

Financial Responsibilities

- Intake and process bills for payment
- Cuts all checks for expenses
- Reconciles the bank accounts monthly
- Reconciles the credit card statements
- Performs data entry of the bills into the accounting system
- Perform budget-to-actual analysis
- Prepare the monthly list of bills for approval by the Board of Commissioners
- Assist with journal entries as needed
- Track recycling tonnages for completion of the DEP recycling grant applications
- Coordinate for enrollment and changes with employee benefits and insurance companies
- Handle preparation of all reports associated with Liquid Fuels receipts and expenses
- Knowledge of employee handbook and employee contracts; implementing the details of the contracts as it relates to salary, benefits, time off and other financial and employee benefit items.
- Assists with development and provides oversight of departmental purchases and budgets.
- Collects and prepares financial data needed for the construction of the annual budget; assists in preparation of annual budget.
- Interacts with Township officials and employees, actuaries, insurance consultants and outside auditors to provide financial assistance and information.
- Other duties, as necessary.

Administrative Responsibilities

- Assist with answering the phones for resident and vendor matters
- Assist at the front window with resident questions or permit applications

KNOWLEDGE:

- Knowledge of modern approved governmental fiscal and related methods.
- Knowledge of Microsoft Office software such as Word, Excel and Outlook for report writing, spreadsheet manipulation, database, and electronic communication functions.
- Experience with accounting software

SKILLS:

- Possess skill in oral and written communications.

ABILITIES:

- Ability to maintain strict confidentiality with employee information and records.
- Ability to plan, organize and direct the tasks of the Finance Department.
- Ability to analyze and resolve complicated problems.
- Ability to interact with the public, associates and Township Officials.

QUALIFICATIONS:

- Minimum of high school degree or GED. Preferred: bachelors in accounting, finance, or other related field.
- Minimum 3 years of professional accounting experience involving fiscal and budgetary activities in a governmental, private or non-profit organization.
- Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered.

PHYSICAL REQUIREMENTS:

- Must be able to sit, stand, talk, hear, use office machines such as computers, telephone, copier, fax and other related office equipment.
- Occasionally lift and move up to 25 lbs.