

**SOUTH PARK TOWNSHIP**  
**FINANCE ADMINISTRATOR**

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<b>DEPARTMENT:</b>	<b>Administration / Finance / Human Resources</b>
<b>SALARY:</b>	<b>\$65,000 - \$70,000</b>
<b>REPORTS TO:</b>	<b>Township Manager</b>
<b>SUPERVISES:</b>	<b>Part-Time Clerk</b>
<b>FLSA:</b>	<b>Exempt Position</b>

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**POSITION SUMMARY**

This is a new administrative, full-time exempt position responsible for municipal financial management activities in areas of accounting, budgeting, cash management and investments, and development and maintenance of internal controls, as well as a variety of human resources functions and labor contract issues. This position reports directly to the Township Manager. Additionally, this position serves in a supervisory capacity overseeing a part-time clerk. Issues being handled are often of a confidential nature making this position a confidential position. Work is performed during regularly scheduled hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.). The position is exempt under the Federal Fair Labor Standards Act.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains files for all accounts payable, pension, and investment records.
- Reviews invoices for accuracy, prepares payments and codes transactions per a chart of accounts.
- Prepares and reviews bank deposits with Township Manager.
- Reconciles and balances accounts for all Township funds.
- Reviews deposit expenditure records on a monthly basis for accuracy in coding.
- Completes and files all reports required by federal, state and county agencies on a timely basis.
- Maintains vendor files including business verifications and credit applications, as well as W-9s.

- Provides Staff assistance to the independent auditors as required.
- Administers pension funds and Minimum Municipal Obligations.
- Processes and maintains information relative to union contracts and assists with the preparation of financial information for negotiations with all Township bargaining units (Police, Public Works and Clerical).
- Establishes, maintains and updates all payroll information and personnel files.
- Processes new employees and distributes benefit information and assists current employees and retirees in all benefit related issues.
- Maintains attendance records and monitors paid leave.
- Collaborates with the Township Manager and Department Heads to develop the annual budget.
- Stays current with noteworthy financial trends and legislation and advises Township Manager, accordingly.
- Supervises a part-time clerk who is responsible for payroll preparation, invoice processing and journal entries.
- Works with Township Staff to prepare a variety of reports and related information for decision-making purposes.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Completes various other projects as assigned by the Township Manager.

## **QUALIFICATIONS AND REQUIREMENTS**

### Skills, Abilities, and Knowledge

- Integrity.

- Ability to address the general public tactfully and courteously and to establish and maintain effective working relationships with other employees, public officials, and the general public.
- Strong analytical skills and attention to detail.
- Knowledge of governmental accounting theory, principles, and practices.
- Considerable knowledge of internal control procedures.
- Working knowledge of computerized financial applications such as Microsoft Excel and QuickBooks.
- Considerable knowledge of office automation, computerized financial applications, public finance and financial planning, and payroll and accounts payable and receivable functions.
- Ability to clearly and effectively communicate orally and in writing in the English language.
- Ability to plan, organize and complete assigned tasks in a timely fashion.
- Ability to organize and maintain records and files.
- Ability to analyze and prepare complex financial reports.
- Ability to work without direct supervision and to exercise judgement, initiative, and discretion to make decisions.
- Ability to work on multiple tasks simultaneously.
- Ability to apply knowledge of operations, procedures, and ordinances to make consistent decisions.
- Ability to recognize sensitive and discretionary information and maintain confidentiality with regard to context.
- Knowledge of basic office equipment and products.
- Proficiency with Microsoft Office applications.

## Experience and Training

- Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, business administration, public administration, or related field. CPA highly desired. Five years of progressively responsible experience in the public sector financial administration with principal emphasis in accounting and budgeting. Must demonstrate proficiency in QuickBooks and Microsoft Office Suite applications, including Word, Excel, Outlook, etc. Or any acceptable combination of experience and training.

## Tools and Equipment

- Personal computer, Microsoft Office 365, telephone, copier, calculator, and other basic office equipment.

## License Requirements

Valid driver's license

## 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to handle or feel objects, equipment, or controls; and reach with hands and arms.
- Ability to perform repetitive arm, hand, and eye movements.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus.

- Possess the visual acuity to analyze data and figures, operate a computer terminal and do extensive reading and comprehending.
- Ability to frequently bend, squat, kneel, stretch, and use hands and fingers to handle equipment to perform duties.
- Ability to occasionally lift and/or move up to 10 pounds.
- Ability to work in an open office environment and work with frequent interruptions and schedule changes.
- Ability to use one's own source of transportation to get to and from work and outside meetings, if required.

## **WORK ENVIRONMENT**

The work environments described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the work environment is usually quiet to moderately noisy.

*Note: This job description describes a general category of jobs. In order to meet the needs of the Township government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those previously described, and any duties are subject to change at any time. This job description does not constitute an employment agreement between the employer and the employee and is subject to revision by the employer as the needs of the employer and the requirements of the job change.*

South Park Township is an equal opportunity employer.