

State College Borough

Senior Clerk, Accounting

Job Description



REPORTS TO: Finance Director
ROLE & LEVEL: A3

DEPARTMENT: Finance
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Accounting Clerk provides various clerical accounting services for the Finance Department. In addition, this position will be responsible for providing contracted financial duties for Harris Township. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Borough Functions:

- Learns to use and utilizes current financial software to perform data entry, which could include document image scanning and reviewing, retrieval of information, printing, and the generation of reports
- Enters accounts payable invoices and cash receipts in applicable computer software system
- Enters information into online systems such as Liquid Fuels
- Files paperwork such as cash receipts and invoices
- Prepares and enters various journal entries
- Completes monthly bank reconciliations
- Verifies deposits and posts payments
- Takes daily deposits to the bank
- Reconciles liability accounts
- Processes mail

Harris Township Functions:

- Processes bi-weekly payroll, to include withholding, taxes, and quarterly payroll tax filings
- Maintains retirements plan(s) as required to include processing retirement plan contributions and submissions to the plan provider
- Provides accounts payable duties to include preparing monthly voucher reports for approval by the Township Supervisors

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- Provides accounts receivable duties to include processing invoices and bank deposits
- Reconciles the General Ledger accounts monthly
- Prepares monthly, quarterly, and annual financial statements
- Maintain retirements plan(s) as required
- Maintain Liquid Fuels expenditure records to include preparing annual reporting and auditing records
- Prepare schedules and reports for internal and external audits
- Provide cash management services in preparing and executing bank transfers as needed and reconciling all bank accounts monthly

Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to manage time and workload effectively which includes planning, organizing, and prioritizing with attention to details
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to handle and record financial transactions quickly and accurately and to balance cash drawer receipts
- Ability to enter information in an accounting software system correctly and accurately
- Ability to communicate effectively, verbally and in writing

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two or more years' experience in accounts payable, accounts receivable, payroll processing, and general ledger reporting.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- None

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date