

Amity Township, with a population of 13,500, a staff of 32, and a General Fund budget of \$5.6m, situated in the southeastern portion of Berks County, Pennsylvania is seeking an organized, motivated, self-starting individual to serve as FT Fiscal Administrative Asst. The position is administrative in nature and candidates should possess strong analytical, interpersonal and communication skills. The employee is largely responsible for the accounting of all municipal funds and will serve as Asst. Treasurer. The ideal candidate will have experience in office administration. The candidate shall have experience working with Microsoft Office products to include Word, Excel, Outlook and Sharepoint as well as accounting software, credit card processing systems and online banking. This is a fast-paced position, juggling many tasks simultaneously. Candidate should have a minimum of two (2) years' experience, preferably in a municipal setting. Salary is commensurate with education, skills and relevant experience. Qualified candidates should send a cover letter and resume to Amity Township, ATTN: Township Manager, Manager@amitytownship.com or via mail or hand delivery to 2004 Weavertown Road, Douglassville, PA 19518. A job description is available online at www.amitytownship.com The successful candidate must submit to a background check and pre-employment physical. All submittals must be received no later than 4:00 P.M. on September 19th. EOE

AMITY TOWNSHIP

FISCAL ADMINISTRATIVE ASSISTANT / ASSISTANT TREASURER

FLSA STATUS: NON-UNIORM, SALARIED, EXEMPT

GENERAL DESCRIPTION:

THE FISCAL ADMINISTRATIVE ASSISTANT OF THE TOWNSHIP serves as the Asst. Treasurer and shall be responsible for the accounting of all municipal funds, maintaining all corporate financial records. He/she shall manage all revenues, including but not limited to; tax collections, permit fees, state and federal allocations and fines. The Fiscal Assistant shall record into the proper accounts/funds all accounts payable and generate payments and reports for approval by the Board. He/she shall manage the electronic payment system. The Fiscal Assistant shall generate invoices to developers for reimbursement of Solicitor and Engineer fees (in the absence of the PC Secretary) as well as any other accounts receivable as necessary. The Fiscal Assistant, in conjunction with the Township Manager, shall maximize short-term investments of funds while ensuring adequate cash flows. He/she shall manage the petty cash fund. The Fiscal Assistant shall assist in the preparation of the Annual Budget, including the Capital Plan. He/she shall serve as the principal liaison to the Elected and Appointed Auditors.

REPORTING RESPONSIBILITY: This position reports directly to the Township Manager. In the absence of the Manager, the Fiscal Assistant shall report to the Human Resources/Office Administrator.

DUTIES AND RESPONSIBILITIES:

Accounts Payable
Accounts Receivable / Use of Remote Deposit
Maintain balanced General Ledger
Compile budget to actual financial reports and complete account analysis
Prepare financial reports for Board and Department head review
Cost benefit & cost effectiveness analyses as necessary
Manage Banking Relationships
Complete Bank Reconciliations for approval of the Township Manager
Audit Reports, including but not limited to DCED, Liquid Fuels, PURTA,
Pension & EMMA Reporting
Prepare/Assist with bid preparation
Manage Petty Cash
Manager the budget process from Departmental level to Board level.
Backup to Admn. Assistant/Asst. Secretary

All other duties as assigned by the Township Manager

PHYSICAL DEMANDS: The employee must be able to hear, see, speak and walk, move 25 pounds form one location to another, use a phone, use a computer, climb up and down stairs. In addition, the employee may be exposed to dire, dust, mud, noise, heat and cold.

MENTAL DEMANDS: The employee must be able to reason, solve problems and communicate with Township personnel, residents, contractors, vendors, builders, engineers, lawyers, etc. in both written and oral form.

REQUIRED EDUCATION AND EXPERIENCE: The employee should have two (2) years relevant experience, preferably in a local government setting. Associates degree in relevant field preferred. Employee must have better than average knowledge of computer software, including accounting, Microsoft Office (Word, Excel, Sharepoint, etc.) as well as on-line banking and ACH experience.

REQUIRED LICENSES:

Valid Drivers License

Must be bondable