

Assistant Finance Director Borough of Wilkesburg

The Borough of Wilkesburg is seeking a fulltime, experienced general accountant who possesses the financial and leadership skills to develop, document, and implement financial practices to support Borough operations, and key financial analysis and reporting. General duties include: accurate and timely maintenance of general accounts; bank reconciliations; cash flow analysis; monthly and year-end reports; support for departmental budgeting; supervision and overview of accounting clerk functions, including payroll, in the absence of the Finance Director; and other duties as assigned.

This is a growth position that reports directly to the Finance Director. Essential qualifications include: BS in Accounting or Business Management; advanced Excel skills; experience with Freedom Systems or similar accounting and reporting software; minimum of three years' experience in municipal government, finance, investments, and with grant accounting policies and procedures; and strong interpersonal skills.

Salary \$35-45k dependent on qualifications and experience; attractive benefit package.

Cover letter and resume with 3 professional references to: Amanda Ford, Interim Borough Manager, Borough of Wilkesburg, 605 Ross Avenue, Wilkesburg PA 15221; fax 412/244.8642; or aford@wilkesburgpa.gov. Position description available online at www.wilkesburgpa.gov. Application period closes at 4:00pm on April 30, 2015. EEO/AA