

BOROUGH OF WILKINSBURG

JOB TITLE: **ACCOUNTANT**
DEPARTMENT: **FINANCE**
REPORTS TO: **FINANCE DIRECTOR**
LAST REVISED: **JANUARY 2023**

POSITION PURPOSE AND OBJECTIVES:

The Borough of Wilkinsburg, a diverse urban community bordering the City of Pittsburgh, with a resident population of 15,000 over 2.0 square miles, is seeking an experienced Accountant with strong fiscal management capabilities to continue Wilkinsburg Borough's strong fiscal position and growth. Annual combined budget is in excess of \$15 million with 65 full and part-time employees. This is a full-time position, though part-time will be considered for qualified applicants.

The Accountant will be responsible for maintenance of daily cash balances, deposits, bank reconciliations, journal entries, maintenance of records for annual Borough audit, preparation for annual Borough audit, preparation of monthly reports, records retention, assist in budget preparation reporting and other duties as assigned.

Successful candidates will be able to demonstrate strong experience working with municipal governments and a sound understanding of municipal finances.

The ideal candidate must be able to work independently and as part of the management team of the Borough of Wilkinsburg. Must exercise good critical thinking skills, supervisory skills, budget development skills, management skills, strong computer skills, as well as the ability to deal effectively with employees and the public.

A Bachelor's Degree in accounting, business administration or a related field along with a minimum of five years (5) years of progressively responsible work experience is preferred. Applicable work in a government setting is a plus.

Salary will commensurate with experience and education. Generous benefits package includes no employee contributions to health care; vacation, sick, and personnel days and free parking.

ESSENTIAL JOB FUNCTIONS:

- Reconciling bank statements and bookkeeping ledger.
- Managing income and expenditure accounts and generating monthly statements for management.
- Managing and reconciling daily Account Receivable transactions, cash deposits, grant income, etc.
- Assisting with preparation of annual budget based on income and expenditure accounts.

- Completing special analysis of the expenditures as required.
- Initiating and managing financial and accounting software with third party.
- Oversee the management and reporting of financial data for accuracy.
- Tasked with preparing, examining and analyzing accounts, financial records and other financial obligations.
- Ensure compliance with financial reporting and other standard procedures.
- Provide information and work with auditors on annual basis.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent understanding of accounting rules and procedures.
- Advanced knowledge and experience with spreadsheets.
- Ability to work independently.
- Analytical skills.
- Experience with word processing software and excel is essential for generating and writing reports for record-keeping as well as presentations.
- Working with general ledger functions is required.
- Ability to interact with various departments and provide explanation and data.
- Experience with accounting and financial software and should stay up to date with current trends
- Ability to assume the responsibilities of the office in the absence of a supervisor

WORKING CONDITIONS: Work is performed in a generally comfortable indoor office environment.

PHYSICAL DEMANDS: (SEDENTARY) Prolonged sitting, light lifting of office materials, some bending to retrieve and replace files, normal corrected vision and hearing, operation of computer and office equipment.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in accounting, business administration or a related field along with a minimum of five years (5) years of progressively responsible work experience is preferred. Applicable work in a government setting is a plus.

Salary commensurate with experience.

Experience in Borough accounting, finance, payroll and computer operations; or any equivalent combination of training and experience which provides the necessary knowledge, skills and abilities a plus.