

ADVERTISEMENT FOR
Accounting/Financial Services Assistant
Part time, flex-hours position 10 hours per week @ \$30.00 per hour

June 15, 2009

Oakmont Borough is accepting applications for Accounting/Financial Assistant. The Accounting/Financial Services Assistant reports to the Borough Manager, works with the Bookkeeper and assists in maintaining accounts including control and subsidiary ledgers; pre-audits claims requiring investigation before payment; participates in the maintenance of financial, cost records, budget appropriation accounts; reviews monthly bank reconciliations for all bank and investment accounts for accuracy and reconciles them to trial balances. Also prepares state and federal tax filings and other governmental reporting requirements; reconciles payroll and fund accounts; utilizes Excel spreadsheets and Quick Book applications for monthly check reconciliation and to create linkages of various financial statements in preparation for annual audit.

Bachelor's Degree in accounting or finance-related field required. Minimum of 3 years experience in governmental finance highly desirable. Skilled in use of informational technology applications such as Microsoft Office Suite and Quick Books as well as strong interpersonal and communications skills.

Submit letter of application, resume, 3 letters of reference and salary history to Accounting/Financial Services Assistant Search Committee, 767 Fifth Street, Oakmont PA 15139-1524. Application deadline is Tuesday, June 30, 2009 by 4 PM prevailing time.

The Borough offers a competitive salary and benefits, dependent upon qualifications. The Borough of Oakmont PA is an Equal Opportunity Employer.