

# ACCOUNTANT



**JOB DESCRIPTION**

**Borough of Oakmont  
767 Fifth Street  
Oakmont, Pennsylvania 15139-1524**

<b>Job Title:</b> Accountant	<b>Department:</b> Administration	<b>Reports To:</b> Borough Manager & Assistant Borough Manager	<b>Supervises:</b> N/A	<b>Starting Pay Range:</b> \$25.00 -\$30.00/Hour
<b>FLSA Status:</b> _____ Full Time <input checked="" type="checkbox"/> Part Time			_____ Exempt <input checked="" type="checkbox"/> Non Exempt	
<b>Work Hours per Pay Period:</b> 32	<b>Work Days:</b> Monday, Tuesday, Wednesday, Friday	<b>Work Time:</b> M-W 12:30 AM – 4:30 PM Fri. 8:30 AM – 12:30 PM	<b>Bond Required:</b> None	
<b>Under Collective Bargaining Agreement:</b> _____ Yes <input checked="" type="checkbox"/> No				

**Position Summary:**

The Accountant is responsible for establishing and performing basic accounting and personnel procedures for the Borough of Oakmont so that financial accountability is maintained, personnel and accounting procedures are adhered to consistently, and reporting on all levels is performed correctly and in a timely manner

**Minimum Level of Previous Education/Work Experience Required:**

- College Degree in Accounting, Business
- Five years' work experience as an Accountant
- Human Resources Experience Preferred

**Essential Functions (Duties & Responsibilities) of the Position, including but not limited to:**

- Prepares monthly financial reports to include the Budget Report per fund, Balance Sheet per fund, Warrant List and Accounts Receivable Report and distribute to Council, the Treasurer, the Borough Manager, Department Heads and Boards/Commissions, as requested
- Reviews invoices for accuracy and codes per the Pennsylvania Chart of Accounts
- Reviews bi-weekly payroll for accuracy prior to filing
- Maintains and files all Accounts Payable, pension and investments records
- Reconciles and balances accounts for all Borough funds on a monthly basis
- Reconciles sewage collection accounts on a monthly basis

- Assists Borough Manager and Assistant Borough Manager in budget preparation and gathering of financial data
- Assists the Borough Manager in gathering yearly wage and salary information
- Maintains individual records of wages, contact information, benefits on employees, and updates on an annual basis
- Processes new employees and distributes benefit information
- Records and updates asset acquisitions for yearly appraisal report
- Responsible for providing auditors with requested records, answers any questions they may have, makes adjustments as needed and returns all files to their proper locations
- Researches and resolves all human resources or payroll issue per Borough, Union, state and federal requirements
- Prepares all required pension reports, including reports for pension calculations, on a timely basis
- Reviews deposit records on a monthly basis for accuracy in coding
- Completes and files all reports required by federal, state and county agencies on a timely basis
- Continuously keeps the Borough Manager up-to date on status of all funds – both increases and decreases
- Keeps up with and advises Borough Manager of noteworthy financial trends and legislation in a timely manner
- Answers office telephones, addresses visitors who come in, and directs or assists callers and visitors, as required, in the absence of the Administrative Assistant
- Maintains effective internal controls at all times
- Performs all other tasks as assigned by the Borough Manager or the Assistant Borough Manager

**Qualifications & Requirements for the Position - Skills, Abilities, Knowledge, Work Experience, Training:**

- Integrity
- Thorough knowledge of the basic principles and procedures of accounting
- Sound knowledge of the Federal Labor Standards Act (FLSA) and basic human resources standards and practices
- Strong analytical skills with a high degree of accuracy and attention to detail in all Accounts Payable, payroll, personnel and records keeping activities
- Capable of meeting deadlines and managing time well
- Working knowledge of basic office equipment and products
- Familiarity with Microsoft Office applications and basic accounting software, and the ability to keyboard/type
- Ability to communicate effectively with the public, fellow workers and in writing

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- Ability to recognize sensitive and discretionary information, and maintain confidentiality regarding same
- Ability to concentrate and complete tasks in a busy, office environment
- Must have a valid Pennsylvania Driver's License

**Physical Requirements & Competencies:** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

- Able to work in an office environment
- Able to work effectively with frequent interruptions and schedule changes in an open office with other employees
- Possess sufficient physical ability to work in an office setting and operate office equipment
- Hear within the normal audio range, with or without correction
- Possess speech and hearing capabilities effective enough for communication
- See within the normal visual range, with or without correction, and possess sufficient vision to read a computer screen and printed documents
- Possess the visual acuity to analyze data and figures, operate a computer terminal, and do extensive reading and comprehending
- Able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects
- Able to lift files and boxes up to a maximum of 30 pounds
- Able to sit continuously and flex neck up and down
- Possess fine finger dexterity and enough light-to-moderate finger pressure to manipulate a keyboard, operate equipment controls and other office equipment
- Able to pinch/grasp to manipulate writing utensils
- Able to frequently move neck from side-to-side, walk, stand, bend, stoop, push, pull, twist at waist, use a moderate wrist torque to twist equipment knobs and dials
- Able to frequently lift objects weighing up to 20 pounds from below waist to above shoulders and transport for distances up to 50 yards
- Able to occasionally squat, kneel, reach above and at shoulder height, use a moderate grasp to manipulate reference books and manuals and lift objects weighing up to 20-25 pounds from below waist to above shoulders and transport for distances up to 50 feet
- Able to use own transportation to get to and from work and to outside meetings, if applicable

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**Work Environment:** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job)*

Professional office environment requiring interaction with the public, Borough officials, fellow staff members and Borough employees

**Level of Confidentiality:** High

**NIMS Training:** \_\_\_\_ Yes     No

**Emergency Management Training:** \_\_\_\_ Yes     No

*These statements are intended to describe the general nature and level of work to be performed by the employee, and are not to be construed as an exhaustive list of responsibilities, duties and skills required for the position. Furthermore, essential functions may be added or deleted at the discretion of the Borough Manager and/or Borough Council, as deemed necessary.*

*I have read, understand, and believe that I can perform the essential functions of the job description above.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
L. C. Jensen, Borough Manager

\_\_\_\_\_  
Council (President or Personnel)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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