



Borough of Oakmont

767 Fifth Street
Oakmont, Pennsylvania 15139
412-828-3232

BOOKKEEPER

JOB DESCRIPTION

Job Title: Bookkeeper	Department: Administration	Reports To: Borough Manager & Assistant Borough Manager	Supervises: N/A	Starting Pay Range: \$20.00 - \$25.00/Hour
FLSA Status: _____ Full Time <input checked="" type="checkbox"/> Part Time		_____ Exempt <input checked="" type="checkbox"/> Non-Exempt		
Work Hours per Pay Period: 36	Work Days: Flexible	Work Time: Flexible	Bond Required: None	
Under Collective Bargaining Agreement: _____ Yes <input checked="" type="checkbox"/> No				

Position Summary:

The Bookkeeper is responsible for performing most Accounts Payable transactions; performing all payroll-related tasks and maintaining accurate records and files of both.

Minimum Level of Previous Education/Work Experience Required:

- High School Diploma or equivalent
- Associates Degree in Accounting, Finance or Business, or equivalent college-level courses in Accounting, Finance or Business preferred
- Three to five years' experience in bookkeeping

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

- Interacts with residents in the office, on the phone, via email and performs general administrative tasks, as required
- Prepares Accounts Payable vouchers, checks and payments on a weekly basis
- Prepares, processes and maintains records on Borough payroll on a bi-weekly basis
- Processes and files all Unemployment Compensation Claims, UC PSAB quarterly reports and follow-up for same, as required
- Assists Borough Manager and Assistant Borough Manager in budget preparation and gathering of financial data
- Advises the Borough Manager immediately of any significant decreases in funds or other noteworthy budget trends