



Valencia Borough Pennsylvania

Position: Valencia Borough Bookkeeper

Reports to: Valencia Borough Council

Position Summary:

Manage the Borough budget, bank accounts, and bookkeeping. Produce monthly and yearly financial statements. Part-time: approximately 10-20 hours a month.

How to Apply: Email your resume and cover letter to boro@valenciaboro.org and reference the position you are applying for in the subject of your email.

Responsibilities:

- Accurately manage the borough budget, bank accounts, and QuickBooks files; input the appropriate information on a weekly basis and make sure that all books are balanced
- Produce accurate monthly financial statements including budget to actual income and expenses, treasurer's report, capital improvements, monthly invoice list, etc. for the Borough Council meeting
- Gather data and materials for the yearly audit and distribute the material to the auditor
- Collect bills, expenses, income, etc. and input data into QuickBooks on a weekly basis
- Ensure timely payments of all borough expenses
- Manage borough bank accounts; deposit income checks into appropriate accounts and track ACH deposits
- Reconcile accounts on a monthly basis and report any discrepancies to Council
- Fill out and submit appropriate borough, state, federal, and other governmental information for documentation and reporting
- Prepare materials for the monthly Council meetings
- Respond to emails in a timely manner with accurate information
- Generate reports for Borough representatives as needed
- Trouble shoot and follow through on problems, discrepancies, and questions
- Take bookkeeping and other governmental training classes at PSAB and other agencies as needed
- Properly track and file payroll, W2, and other tax forms for employees
- Contribute to the overall performance of the Borough through consistent and high-quality work
- Other tasks and responsibilities as assigned

Skills:

- Excellent organizational skills and attention to detail
- Excellent communication skills
- Ability to solve problems and follow through on tasks
- Ability to multitask
- Motivated with a self-starter attitude and the ability to work independently
- Intermediate Excel, Microsoft Word, and QuickBooks skills
- Advanced budget management and bookkeeping skills
- At least 3 years' experience in budget management, bookkeeping, and producing financial reports
- Ability to commit to 10-20 hours a month for Borough work
- Must pass a background check
- Must be able to become bonded through Valencia Borough's insurance company
- Reliable and committed to the betterment of Valencia Borough
- Willingness and ability to meet the changing needs and requirements of the job