

Borough of Conshohocken Authority

Job Description

Job Title: Assistant Finance Director
Position

Non-Union

GENERAL SUMMARY

The Assistant Finance Director will perform both financial management and administrative functions. The Assistant Finance Director will support the Director of Finance in managing the Borough of Conshohocken Authority's fiscal operations, including budgeting, accounting, financial reporting, auditing and compliance. Key responsibilities include overseeing staff, managing payroll and accounts payable/receivable, preparing audits, and ensuring adherence to financial regulations. In addition, the Assistant Finance Director will organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency and safety. The Assistant Finance Director is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

Position requires an energetic professional who doesn't mind wearing multiple hats. The ideal candidate will have experience handling a wide range of administrative and executive support-related tasks and should be able to work independently with little or no supervision. The Assistant Finance Director must be well-organized, flexible and equipped to handle the administrative challenges of supporting an office of diverse people.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Management Functions

- Billing
 - Prepare and mail quarterly sewer billing
 - Prepare invoices for developers
 - Maintain journals of developer escrow releases and escrow funds
 - Prepare "Water Shut Off Notices"
 - Prepare "30-day Lien Notices"
 - Prepare "10-day Lien Notices"
 - Prepare requested sewer certifications

- Accounts receivable and accounts payable
 - Enter receipts received from sewer and stormwater billings and compile bank deposits
 - Prepare and process accounts receivables and accounts payables
 - Create and print checks and payable reports
 - Review water/sewer billing deposits and prepare escrow and other revenue deposits

- Post transactions into Authority software, including cash receipts and cash disbursements with proper budget codes
 - Oversee preparation of accounting/reconciliation schedules and accounts receivable reports
 - Code and prepare accounts payable invoices
 - Prepare accounting/reconciliation schedules and accounts receivable reports
 - Prepare purchase orders and invoices, as required
- Routinely monitor areas where growth is needed or possible and where existing resources can be further enhanced
 - Manage contracts and price negotiations with vendors and service providers
 - Assist in the preparation of the annual budget and 5-year capital plan
 - Assist in preparation of the annual audit of the Authority's financial records
 - Make deposits at bank (water/sewer billings, etc.)

Administrative Functions

- Answer telephones and provide information to callers, take messages, receive customer complaints and refer calls to appropriate individuals
- Greet visitors, respond to visitor inquiries, direct visitors to the appropriate individual according to their needs
- Provide service to customers, such as account information, billing inquiry, etc.
- Operate office equipment such as fax machine, copiers and phone system
- Prepare and maintain a variety of files and filing systems; verify information as requested
- Review and distribute incoming mail to appropriate individuals
- Manage daily administrative operations and assist in resolving problems related to day-to-day operations
- Organize and document office operations and procedures; ensure these procedures are adhered to by all staff
- Maintain familiarity with all computer software (billing, financial, etc.)
- Oversee maintenance of inventory schedule and purchasing of supplies, equipment, etc.
- Conduct searches for necessary information using in-house data or the Internet
- Complete forms according to Authority procedures
- Update Authority website
- Maintain daily task log
- Record journal entries, as needed
- Perform any additional duties deemed necessary by the Authority's Executive Director or Finance Director, including preparation of financial reports and attendance at Board of Director meetings, as needed

Qualifications

- Associate's degree required, bachelor's degree in accounting (or related field) and/or previous experience in similar position (ex: staff accountant, junior accountant) preferred
- Considerable knowledge of accounting principles and office practices

- Experience with preparing financial audits consistent with the principles and practices of municipal finance administration
- Ability to make arithmetic computations and tabulations accurately
- Ability to follow oral and written instructions
- Ability to work independently
- Ability to establish effective working relationships with associates and the public
- Computer literate; proficient in the use of computers for spreadsheet, word processing, database management and other applications
- Excellent verbal and written skills to present financial information to non-financial stakeholders
- Must be able to satisfactorily pass a background check and be able to be bonded in the Commonwealth of Pennsylvania

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as list of all responsibilities, duties and skills required.