



Borough of NORTHAMPTON Pennsylvania

1401 LAUBACH AVE., P.O. BOX 70 • NORTHAMPTON, PENNSYLVANIA 18067-0070 • TEL.: 610-262-2576 • FAX: 610-261-0505

Account Bookkeeper

Position Summary:

The Borough of Northampton is looking for an experienced bookkeeper/treasurer. This position performs technical account work in the detailed maintenance and auditing of accounts, and does related work as required.

This is important clerical work involving responsibility for independently performing difficult financial record keeping tasks. The work is performed, in most instances, under general supervision, but employees in this class may make independent decisions in certain individual cases. Supervisors are available for consultation on unusual problems, and to give detailed instructions on all new assignments.

Statement of Duties:

- Posts and balances revenue items and case receipts to appropriate registers.
- Supervises and assists in the receipt of funds from fees, permits, grants, and miscellaneous sources.
- Prepares monthly statements of revenue receipts.
- Maintains accounts receivable ledger and prepared trial balance.
- Audits time reports, invoices and vouchers, and prepares checks for payment of obligations.
- Prepares periodic fiscal statements of a division's or department's operations.
- Maintains accounting and other records.
- Audits cash receipts for licenses, fees, permits, grants, and miscellaneous sources.
- Prepares biweekly payroll, including federal, state, and local tax reporting.
- Answers incoming phone calls and assists walk-in residents at the front counter.

Required Knowledge, Skills, and Abilities:

- Extensive knowledge of modern account keeping practices.
- Proficient knowledge of professional accounting practices.
- Ability to follow complex oral and written directions, and to prepare complex fiscal reports.
- Ability to supervise the work of others.



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- Ability to handle multiple tasks at once.
- Initiative and integrity.

Minimum Training and Experience:

- 3+ experience as an account clerk, some of which shall have involved the performance of moderately difficult clerical tasks.
- Extensive working knowledge of computers (Excel, Word, and various accounting software).
- Bachelor's degree in accounting, finance, economics, or a related field, or extensive field-related experience.
- Prior customer service experience preferred.

Job Details

Schedule:

Monday - Friday, 8:00 am - 4:30 pm

Benefits:

Extensive benefits package, including health, dental, and vision insurance, time off, and retirement plan.

Category:

Full-time, Non-exempt, Hourly

Posted:

November 20, 2023

Closing:

December 1, 2023

EOE