



Upper Darby

A Home Rule Community

Established 1736

Upper Darby Township

Job Description

Position Title: Accounting Assistant - OPEIU

Supervisor's Title: Controller

Position Summary:

The Accounting Assistant provides administrative and accounting support to all areas of the Finance Department. At the direction of the Controller performs duties in the daily operation of the Finance Office. The Accounting Assistant provides support to all areas of the department.

Supervised by:

This position is supervised by the Controller. The Controller has the authority to direct the work of and evaluate the position. Comments are made through verbal and written instructions and by physical demonstration, as necessary.

Job is:

Full-time, non-exempt, union position.

Essential Job Functions:

- Accounting Assistant General Responsibilities include:
 - Accounts Payable
 - Journal Entries
 - Entry-level accounting duties
 - Maintain spreadsheets
 - Phone Calls
 - Emails
 - Filing
 - Archival Records
- Support the Accounts Payable (AP) area with setting up vendors, vouchering invoices, scanning and filing. Serve as backup for AP area.
- Coordinate the accounts payable payments from General purchasing card and ACH.
- Support the Tax office with posting of Township real estate, sewer and trash payments and other miscellaneous payments
- Provide support to the Finance Operations Manager in the administration of the land development escrow accounts
- Post journal entries, revenue sheets and budget adjustments as required
- Assist the Controller with budget tasks, preparation of journal entries and financial reports
- Analyze credit card account for revenue disbursement to departments (Jack Rabbit)
- Ensure all purchasing card reconciliations are done by departments in a timely manner and proper documentation and explanation is provided
- Provide assistance during audits including pulling files and preparing spreadsheets

- Coordinate the collection of grant documents for new grants and maintain spreadsheet of financial reporting requirements
- Assist the Payroll supervisor in payroll tasks including the processing of pay.
- Provides general office support to the Finance department

Education and Experience:

- Education:
 - ☐ Associates Degree in business or related field or three (3) years of general business experience with emphasis on accounting
- Experience:
 - ☐ Basic knowledge of Google suite and Microsoft Office, i.e. Word, Excel, PowerPoint and Adobe Acrobat
 - ☐ Strong computer and math skills with a knowledge of common bookkeeping and spreadsheet programs
 - ☐ Ability to work on a team
 - ☐ Strong written and verbal communication skills
 - ☐ Attention to detail

Work Schedule: Monday-Friday from 9:00 a.m. to 4:30 p.m.

Special Schedule: Available, as necessary, if prior arrangements have been made with supervisor.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office, telephone, and computer equipment.

Travel: None

Work From Home: This position is not available to work from home

Physical Demands of Job: During the ENTIRE workday, this job requires the physical ability to:

Sit for up to: 3.5 hours

Stand for up to: 2 hours

Walk for up to: 1 hour

Job requires the physical ability to use a phone and computer.

Job requires the physical ability to function in activities involving:

Bending, climbing, reaching

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

