



## **Accounting Assistant (Part-Time)**

Upper Merion Township, located in King of Prussia, PA is looking for an energetic and highly motivated **Accounting Assistant** who will report directly to the Accounting Manager. The **Accounting Assistant** is responsible for the accounts payable cycle and performing various bookkeeping and clerical tasks involving Township finances

The **Accounting Assistant** will be responsible for (including, but not limited to):

- Reconciles Expense card transactions.
- Resolves outstanding payments through communication with departments and vendors.
- Reconciles and post daily business transactions in Accounting Software through journal entries to the General Ledger.
- Records daily, monthly and yearly transactions.
- Enters key data of financial transactions in database.
- Reconciles bank statements.
- Provides accounting and clerical assistance to the accounting department.
- Provides assistance and support to Township employees.
- Researches, tracks and documents problems and discrepancies.
- Communicates with department personnel and vendors
- Performs other duties as required.

### **Minimum Education, Training and Abilities Required:**

- Minimum Education, Training and Experience Required:
- High school diploma or equivalent required.
- Associates or Bachelor's degree preferred but not required.
- Minimum of 2-3 years of related accounting and business office experience required.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [https://www.umtownship.org/?wpfb\\_dl=3158](https://www.umtownship.org/?wpfb_dl=3158) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until position is filled. **EOE**