



## ***Accounting Manager (Full-Time)***

Upper Merion Township, located in King of Prussia, PA is looking for an experienced, organized, forward-thinking, and highly motivated ***Accounting Manager*** who will report directly to the Director of Finance. The ***Accounting Manager*** position assists the Finance Director with managing, directing, and coordinating all accounting functions within the Finance Department including payroll, payables, receivables, ledger maintenance, and financial reporting. The incumbent is responsible for sound administrative judgment resulting in accurate and timely accounting records and management reports.

The ***Accounting Manager's*** responsibilities include, but are not limited to:

- Performs a wide variety of professional accounting tasks.
- Performs technical accounting and processing work in the maintenance of all general ledger balance sheets, revenue and expenditure accounts for all funds.
- Prepares periodic financial reports and accounting schedules.
- Assists in the supervision of clerical support within the Finance Department.
- Responsible for accurate and timely processing of payroll disbursements, accounts payable disbursements, and accounts receivable invoicing.
- Responsible for updating and maintaining accurate records/updates for the Township's bank accounts and accounting software systems.
- Serves as the system administrator of the municipal accounting software.
- Researches and gathers data required for record-keeping, reports, and other activities.
- Works with various outside agencies as necessary regarding, but not limited to, auditors, banks, etc.
- Plans and arranges own work priorities, based on general assignments, projects, and deadlines for completion as requested/provided by the supervisor.
- Provides quality and effective customer service with courtesy and understanding to our customers, vendors, citizens, and internal departments.
- Maintains general ledger/trial balance.
- Prepares and approves journal entries, payable requisitions, account analysis, etc.
- Provides financial support and assistance to Department Heads in accomplishing their administrative functions.
- Reconciles receipts and all cash balances/accounts/bank statements/ledgers every month.
- Performs bank transfers.
- Performs other duties, as assigned and/or as conditions warrant.
- Ensures timely invoicing and follow-up on all accounts receivable.
- Ensures timely processing of all accounts payable.
- Ensures timely processing of payroll.
- Provides information as requested by auditors.
- Performs other duties and responsibilities as assigned.

### **Minimum Education and Experience Required:**

- Bachelor's degree in accounting from an accredited college or university.
- A minimum of seven (7) years of progressively responsible accounting experience involving general and/or subsidiary ledger work, financial analysis, and report preparation.
- Any combination of experience and training that provides the required knowledge skills and abilities.
- Experience in supervising subordinate employees.
- Valid driver's license.

### **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 the position is filled.