



## Staff Accountant

The City of Coatesville is one of the fastest growing urban areas in the region. Coatesville is a dynamic and diverse community experiencing economic revitalization. City employees are valued members of a team that collaborate, improve and succeed together. The City offers exceptional benefits, competitive wages, a supportive and positive working environment, and opportunities for professional development. The City of Coatesville is an Equal Opportunity employer.

### Position Specifics

- Department:** Finance Department  
**Reports To:** Finance Manager  
**Union Affiliation:** N/A  
**FLSA Classification:** Non-Exempt  
**Schedule:** Monday – Friday, 8:30 am – 5:00 pm  
**Pay Rate:** \$25.00 - \$27.00 per hour  
**General Benefits:** Medical, vision, dental and wellness; pension and/or retirement contribution plan; paid time off and holidays; life insurance and disability

### Position Summary

The Staff Accountant supports the delivery of services provided by the Finance Department including accounting/bookkeeping, payroll, benefit administration and regulatory compliance. This is a professional position that conforms to the generally accepted account principles (GASB), in a manner that ensures completeness and accuracy.

### Essential Duties & Responsibilities

- Assist with monthly and year-end closing, including the preparation and/or review of journal entries, bank and payroll reconciliations and general ledger activity
- Monitor and reconcile daily cash deposits and maintain monthly logs of cash receipt activity
- Periodically reconcile revenue streams with cash receipt activity to monitor and ensure cash received was coded to the correct GL code
- Ensure records for fixed assets are maintained in accordance with GASB 34
- Ensure financial records are maintained to support efficient grant applicant, grant monitoring and close out
- Assist with quarterly and annual tax filings as required
- Work as part of a team in the creation and review of monthly financial reports for management
- Assist with annual budget process and monthly financial reports to management and City Council as needed

- Assist in the preparation of monthly financial forecasts and provide financial information to aid in financial decision making
- Perform special projects for management as necessary, including accounting research projects
- Assist city residents with tax related matters
- Participate in annual audit by furnishing documents, reports and related material and data as requested.
- Assist the Finance Manager with federal, state and local audit requests and responses

### **Required Qualifications**

- 3 –5 years of progressively responsible accounting positions, preferably in municipal government
- Working knowledge of fund accounting systems, bookkeeping and accounting practices and procedures
- Ability to perform math with a degree of accuracy and consistency
- Ability to maintain routine financial records and prepare routine financial reports
- Effective writing and verbal skills
- Intermediate understanding of Microsoft Office and systems involving a variety of software applications.
- Ability to finalize projects with strict deadlines
- Ability to maintain confidentiality when working with sensitive or personnel-related records
- Professional and able to work independently; ability to take initiative and work under pressure with minimum supervision
- Customer service oriented with excellent interpersonal skills and ability to maintain effective working relationships
- Ability to work in a team-oriented environment
- Strong sense of accountability
- Ability to effectively communicate both verbally and written
- Ability to organize projects and use analytical thinking skills to solve operational issues and problems.

### **Preferred Qualifications or Competencies**

- Associates or BA in Accounting or similar field
- Proficiency with integrated computer software programs – preferably Caselle
- Knowledge of double entry accounting system, including preparation of journal entries and financial account analysis

### **Physical Requirements**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following: frequent sitting for extended periods of time, twisting, reaching above the shoulder, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Occasional kneeling, bending, stooping and squatting may be required of this position. Must be able to communicate and be understood clearly. May be required to lift objects or supplies weighing up to 35 pounds.

## Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

**To Apply:** Email your resume and personal statement to [careers@coatesville.org](mailto:careers@coatesville.org)