

Accounting Clerk/Bookkeeper Upper Makefield Township

Location: Upper Makefield, PA

Job Type: Part-Time, Hourly

Reports To: Finance Officer

Application Deadline: Open Until Filled

Salary: \$30-\$35/hour -based on experience

About the Role:

Upper Makefield Township is seeking a detail-oriented and experienced **Accounting Clerk/Bookkeeper** to support the Finance Officer and Township Manager in managing the township's fiscal operations. This part-time role, approximately 30 hours per week, involves processing routine to moderately complex financial transactions, maintaining accurate records, and supporting various accounting functions including accounts payable, receivables, utility billing, and more.

Key Responsibilities:

- Process and manage accounts payable/receivable, utility billing, escrows and cash receipts.
- Maintain and update financial records, journals, and ledgers in compliance with GASB34 accounting standards.
- Prepare and process disbursement checks and bill lists for Township approval.
- Operate accounting software such as SafeChoice and Microsoft Office Suite and assist with payroll and utility billing.
- Respond efficiently to internal and public inquiries; provide excellent service and accurate information.
- Operate office equipment including calculators, computers, scanners, and copiers.
- Assist with budget preparation and perform accurate arithmetic computations.
- Provide general office support and serve as a backup for Finance duties.

Minimum Qualifications:

- Minimum of 2 years of professional accounting experience, municipal or government experience is helpful but not required.
- Strong working knowledge of various accounting systems, Microsoft Office (Excel, Word), and specialized financial software.
- Ability to work independently, prioritize tasks, and follow detailed instructions.

Skills & Attributes:

- Excellent attention to detail and organizational skills
- Strong math and analytical skills
- Ability to manage multiple tasks and deadlines
- Professional communication and interpersonal skills
- Comfort with frequent use of computers and office equipment

How to Apply:

Interested candidates should submit a resume and cover letter to Gregg Schuster, Township Manager, at GSchuster@uppermakefield.org.