



Westtown Township Seeks Staff Accountant

Westtown Township, Chester County, PA (Population 11,163) is accepting applications for the position of Staff Accountant. This is an exciting, full-time opportunity in a fun, collaborative environment for a finance professional to help ensure that Westtown remains the pre-eminent place to live, work and play in Chester County.

The Staff Accountant is responsible for performing accounting duties in the Finance Department, including, but not limited to, assisting the Finance Director with the preparation and distribution of payroll, quarterly tax filings, utility billing and delinquent collections, bank reconciliations, processing cash receipts to the general ledger, and the maintenance of developer escrow accounts. This position may assist and/or cross-train in the accounts payable function.

Required Skills, Knowledge and Ability

Candidates must have the required skills, knowledge and ability:

- A Bachelor's Degree in Accounting/Finance and a minimum of 2 years relevant work experience or Associates Degree and 5 years of experience;
- Preference will be given to candidates with current knowledge of municipal accounting/finance/payroll procedures;
- Microsoft Suite and Excel experience required;
- Effective public greeting skills, effective phone skills and communicate orally in a well-organized, courteous and effective manner;
- Attention to detail is mandatory to successfully process employee payroll and taxes;
- Practical/technical knowledge to independently perform the job at a professional level;
- Ability to organize and prioritize work load efficiently;
- Ability to master new software and technology as implemented by the Township; and
- Willingness to work with staff toward common goals; and
- Valid driver's license and ability to pass a background check.

Westtown Township offers a competitive salary and benefits package.

To be considered, please submit a resume by Friday, February 3 to humanresources@westtown.org.

Westtown is an equal opportunity employer and is committed to creating an inclusive environment for employees and residents alike.



WESTTOWN TOWNSHIP
Chester County, Pennsylvania, United States