



TOWNSHIP OF EAST GOSHEN

TITLE: **STAFF ACCOUNTANT**
FTE/PTE/OTHER: **FULL-TIME**
DEPARTMENT: **FINANCE**
LOCATION: **ADMINISTRATION BUILDING**
DIRECT SUPERVISOR: **DIRECTOR OF FINANCE**

POSITION SUMMARY:

The Staff Accountant is part of a three-person team that reports to the Finance Director. As this position involves substantial interaction with Township employees and numerous external stakeholders, a strong customer service focus and a professional demeanor are critical components of the job. In addition, the employee must be able to reason, solve problems while being interrupted, and provide oral and written communication to employees while maintaining composure. Excellent organizational skills are also required.

PRIMARY RESPONSIBILITIES:

- Perform all payroll functions and associated tax reporting.
- Oversee day-to-day human resource administration, including filing workers compensation and disability claims, answering benefit-related questions from employees, and liaising with insurance providers as necessary.
- Other accounting responsibilities include preparing quarterly inter-fund chargebacks and invoices for other Townships funds and organizations, such as the Goshen Fire Company, maintaining escrow accounts, and recording miscellaneous revenue.
- Other duties, as assigned.

QUALIFICATIONS:

- Associate's degree required; Bachelor's degree preferred.
- Two years of experience in a similar position required, including some combination of payroll, HR administration, and general accounting responsibilities.
- The employee must be able to write at a college level.
- Intermediate proficiency in Microsoft Office applications, including Excel.
- Proven ability to master financial software.
- Valid PA driver's license.

- Successful passage of a background check with the PA State Police.

DISCLAIMER:

The statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties and skills required to perform the job.

SUPERVISES: N/A.

REQUIRED LICENSES, REGISTRATIONS, OR CERTIFICATIONS: None

FLSA STATUS: Non-Exempt, Full-time

OTHER DUTIES: As assigned.

HOW TO APPLY:

Applicants should submit a cover letter, resume and three (3) professional references all as ONE (1) document package via email (attached as PDF) to kbrophy@eastgoshen.org by **5:00 PM, Friday, February 27, 2026**. **East Goshen Township is an Equal Opportunity Employer.** No phone calls please. Candidates must be legally authorized to work in the U.S. without sponsorship now or in the future.

East Goshen Township offers a competitive salary and benefit package.