

The Borough of Catasauqua seeks qualified applicants for the position of Treasurer. The Treasurer assists with the administration of daily financial operations and the efficient delivery of Borough services. Additional, specific responsibilities will be assigned based on professional qualifications of the incumbent and the needs of the Borough.

Catasauqua Borough Treasurer Job Description

JOB DESCRIPTION

- Executes the accounting and daily financial functions of the Borough, under the direction of the Borough Council and Borough Manager.
- Prepares financial analyses of operations, including interim and final financial statements with supporting schedules to support informed management decisions.
- Maintains the computerized financial records in accordance with Generally Accepted Accounting Principles (GAAP) / GASB in a timely and organized manner.
- Manages Cash / Accounts Receivable and banking relationships.
- Manages (performs) Accounts Payable inputting, processing and check disbursement.
- Processes and maintains payroll and related records.
- Develop, analyze and interpret statistical and accounting information in order to assess operating/budgetary results in terms of performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the Borough.
- Maintains the Borough's system of accounts and keeps books and records on all transactions and assets.
- Prepares reports that outline the financial position in areas of revenue, expenses, and fund balances based on past, present, and future operations.
- Assists the Council, Borough Manager and department heads in coordinating and the preparation of the annual budget.
- Prepares periodic financial forecasts and analyzes and reports variances.
- Review and maintain internal control procedures (including costs and accounting system),
- Responsible for compliance with all federal, state, local, payroll, and other applicable taxes.
- Furnishes internal or external reports on the business of the Borough as may be requested by either Council or Manager, accordingly may revise and/or update reports to be more useful and efficient, and furnishes reports as necessary.

JOB REQUIREMENTS

- BA/BS Degree in Accounting or Finance or related major.
- Minimum 5-10 years of accounting experience; with 3-5 years in either non-profit or governmental accounting preferred.
- Working knowledge of GAAP and GASB.
- Strong verbal and written communication skills.
- Strong computer skills including computerized accounting systems.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Interested candidates should forward a cover letter along with resume to travers@catasauqua.org