DEPUTY BOROUGH MANAGER / TREASURER

Lewistown Borough, Mifflin County, Pennsylvania, is seeking candidates for the position of Deputy Borough Manager / Treasurer who can assist with the duties set forth in the job description in a team environment.

JOB DESCRIPTION

- Plan, organize, coordinate, and control the financial policies and procedures of the Borough to control the record keeping and reporting of the Borough; maintain follow-up to assure timely preparation of all reports.
- Evaluate existing procedures for recording financial transactions to determine methods of reducing time and cost of accounting operation.
- Review, examine, and approve entries posted to ledger and journals for accuracy and compliance with established accounting procedures.
- Prepare and review monthly trial balance and general ledgers; review and analyze all supporting schedules and general ledger accounts for interim, monthly, and year-end closing; and review financial and statistical reports for accuracy before release.
- Assign projects and maintain schedule for their completion.
- Supervise and evaluate record retention system.
- Prepare short-term cash forecasts; prepare long-term financial forecasts and assist in budget preparation.
- Coordinate the work of the accounting section with all regulatory agencies and other third-party agencies and assist in the audits and cost reporting process for the Borough, as required.
- Keep apprised of regulations and standards of duly constituted regulatory agencies to monitor the Borough's compliance.
- Monitor, evaluate and make recommendations concerning the financial investments of the Borough.
• Assist in the development and implementation of inventory control program.
• Coordinate and supervise the clerical staff.
• Assist in recruitment and training of new personnel and evaluate personnel supervised.
• Assist with all auditing aspects of the Borough.

**DESIRED SKILLS**

• Experience in supervising activities related to financial administration, general accounting, inventory, investment management, clerical services, and data processing.
• Ability to discuss and analyze financial problems verbally and numerically.
• Must be able to direct, supervise, and motivate staff.
• Must be able to deal with other departmental supervisors to resolve problems and ensure timely and accurate financial information.
• Knowledge of public or business administration, principles of organization and management, supervision, and public relations.
• Knowledge of the assembly and analysis of information, report writing, and of modern bookkeeping and accounting methods and procedures.
• Knowledge of the principles and practices of modern public personnel administration including recruitment, examination, classification and compensation, employee training and safety, and other activities.
• Knowledge of the organization, structure, and administration of municipal government.
• Skill in interviewing personnel.
• Ability to solving problems with initiative and resourcefulness.
• Ability to effectively deal with the public, other officials, and employees.

**MINIMUM JOB REQUIREMENTS**

• Bachelor of Science degree in Accounting, Finance, or Business Administration with a minimum of three years’ experience, or equivalent work experience.
• Previous work experience in local government.
Microsoft Office

**SALARY**

The salary is Depending on Qualifications (DOQ) and Experience (DOE) with a detailed compensation package that is commensurate with experience and qualifications.

Please forward a letter of interest, resume, and salary history via email to kzimmerman@lewistownborough.com with the subject line Deputy Borough Manager / Treasurer Position for consideration.

Lewistown Borough is an equal opportunity employer.