

SCHWENKSVILLE BOROUGH AUTHORITY

Full-Time Accounts Payable/Bookkeeper

The Schwenksville Borough Authority, 298 Main St, Schwenksville, PA 19473

Position Summary:

The Schwenksville Water & Sewer Authority is seeking a detail oriented Full-Time Bookkeeper. In this vital role, you will be responsible for the daily financial & accounting operations. The main function is the accurate recording of all receipts and expenditures, the maintenance of all other Authority financial records according to established Authority practice and generally accepted accounting standards. Assist in the preparation of the monthly and annual financial reports and the annual audit.

Qualifications:

- Considerable experience and understanding of general office practices.
- Excellent computer skills with specific knowledge of Excel and Peachtree.
- Ability to work independently.
- Ability to establish effective working relationships with associates and the public.
- Background in finance.
- Possess Valid PA Driver's License.
- Current Notary or eligibility to become a Notary

How to apply:

Interested candidates should submit an application, found on our website @ www.sbwspa.org, along with a resume to: Schwenksville Borough Authority, 298 Main St. Schwenksville, PA 19473