



## **ACCOUNTING ASSISTANT/CASHIER & REVENUE (FT)**

Upper Merion Township, located in King of Prussia, PA, is looking for a full-time, reliable **Accounting Assistant/Cashier & Revenue** who will report directly to the **Accounting Manager**. The work of the **Accounting Assistant/Cashier & Revenue** involves clerical and accounting work of routine difficulty. The employee in this position is responsible for handling cash receipts and assisting in collecting all revenues. The employee in this position also supports the general billing/revenue cycle function in an auxiliary role. This position is responsible for sound administrative judgment, resulting in accurate and timely processing of receipts and accounting records and general accounting and clerical tasks as assigned. Employees in this position must remain aware of the critical importance of providing a positive impression on the public through pleasant and accurate communication.

The Essential Job Functions and Examples of Work of the **Accounting Assistant/Cashier & Revenue** include but are not limited to:

- Receives payment transactions.
- Processes cash/check/credit card deposits into banking accounts and accounting ledgers.
- Balances cash drawer and settles daily cash accounts.
- Responsible for maintaining the accuracy of the general ledger and customer account files.
- Responsible for monitoring delinquencies and collecting accounts.
- Researches and gathers data required for record-keeping, reports, and other activities.
- Provides quality and effective customer service with courtesy and understanding to our customers, vendors, citizens, and internal departments.
- Staffing the Cashier Window and handling customer transactions and inquiries.
- Process payments and recording documentation into corresponding general ledger/customer accounts.
- Processes sewer revenue duties as needed.
- Performs miscellaneous clerical duties.
- Performs other duties as assigned and/or as conditions warrant.

### **Minimum Qualifications:**

- High school diploma or equivalent required.
- Associate's degree in accounting from an accredited college or university.
- A minimum of one (1) year of accounting experience involving accounts receivables, billing, subsidiary/general ledger, and reconciliation work.
- Any combination of experience and training provides the required knowledge, skills, and abilities.
- Valid driver's license.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting <https://www.umtownship.org/wp-content/uploads/2024/01/Application-UMT-Employment-REV-Jan-2024.pdf> and submit a **completed job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org).

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.**

**Equal Opportunity Employer**

