



1001 E. Baltimore Pike
Kennett Square, PA 19348

Emergency Number: 9-1-1
Info Number: (610) 388-6880

FAX (610) 388-7121

Longwood Fire Company Finance Associate Part-Time Position

Location - Fire Company Office in Kennett Square, PA

Position

The Finance Associate is a detail-oriented individual with accurate and timely skills performing transactional accounting work. Work is performed on-site at the fire department. This position requires a person who enjoys working productively as a member of a team in a fast-paced environment.

Responsibilities

Relationships

- Reports to the Fire Chief
- Coordination with the Finance Director and Community Relations Special Projects Director

Financial Duties

- Daily review of operating bank account for activity to be recorded in the accounting software.
- Processes approved vendor bill for payment.
- Pays approved vendor bills, preferably using bank bill pay function.
- Generate checks when necessary and obtains authorized signatures.
- Retrieves vendor bills for auto-pay vendors and records electronic transfers.
- Enters credit card receipts weekly and reconciles credit card statement monthly.
- Makes deposits of funds either using remote deposit machine or takes deposits to bank.
- Records deposits in accounting system as "receive payment of a receivable" or a new deposit item.
- Scans all transactional accounting information and files electronically in an organized manner. Also attaches scanned documents to accounting system files.

Clerical Duties

- Scans all transactional accounting information and files electronically in an organized manner. Also attaches scanned documents to accounting system files. Files physical copies in a timely and orderly fashion.
- Answers phone calls and directs inquiries applicably.
- Receives and delivers mail appropriately.
- Other duties and responsibilities as assigned by the Fire Chief.

Qualifications**Education**

- Associate's degree in business with a concentration in accounting or finance or the equivalent experience is required.

Experience

- At least 3 years of relevant overall professional experience.

Other Skills and Qualifications

- Above-average skills in Excel.
- Proficiency with QuickBooks Online and SharePoint.
- High accuracy in work.
- Ability to be timely and efficient in performing work.
- A successful track record in achieving priorities.
- Excellent communication and relationship building skills.
- Personal qualities of integrity, credibility, and dedication to the mission of the organization.
- Must have reliable means of transportation.

Job Type: Part-time (25-30 hours a week) with potential for full-time position in the future.

Pay: \$25-\$35 per hour