

CHIPPEWA TOWNSHIP

2811 Darlington Road, Beaver Falls, PA 15010

Phone: 724-843-8177

Email: hr@chippewa-twp.org

Mark A. Taylor - Manager

Board Of Supervisors:

James R Bouril

Daniel T Woodske

Bryan D Wright

Job Title: Township Controller
Salary: **\$65,000 - \$85,000** Commensurate with Experience & Qualifications
Department: Administration/Finance
Reports to: Township Manager
FLSA: Exempt Position

Chippewa Township, Beaver County, Pa. is currently recruiting for the position of Township Controller. The Township has 8,500 + Residents, and a \$4.8 million-dollar annual budget.

Position Summary:

The Controller is an at-will, full-time exempt position responsible for maintaining financial accounting, budget management, debt management, administrative and personnel services to meet legislative requirements and support municipal operations, as well as a variety of human resource functions. Regular scheduled hours are (Monday through Friday, 8:30 A.M to 4:30 P.M.) but may involve attendance at evening meetings. The Controller reports directly to the Township Manager and the position is exempt under the Fair Labor Standards Act.

Duties and Responsibilities:

- Administer and monitor the financial system to ensure that the municipal finances are maintained in an accurate and timely manner.
 - Assist with budget preparation
 - Prepare and calculate Uniform and Non-Uniform Pension plans
 - Monitor Liquid Fuels usage and prepare annual reporting
 - Implement financial policies and procedures
 - Establish and maintain cash controls
 - Establish, maintain, and reconcile general ledger
 - Monitor cash reserves and investments
 - Reconcile bank statements
 - Ensure security for all credit cards and verify charges
- Maintain the accounts payable/receivable systems while completing accurate records of moneys
 - Safeguarding of all municipal funds
 - Code and authorize purchase orders
 - Reconcile accounts payable/receivable while preparing journal entries
 - Reconcile weekly deposits
- Administer employee files/records to ensure accurate payment of benefits/deductions
 - Administer benefit entitlements
 - Calculate and action deductions
 - Prepare workers' compensation filings
- Process bi-weekly payroll and administer employees' deductions
 - Verify and code timesheets and hours worked
 - Calculate employee salaries, deductions, and contributions
 - Enter all payroll information into QuickBooks
 - Responsible for tracking all sick, personal and vacation days
 - Prepare, review and file payroll summaries, journals, and reports
 - Issue Records of Employment
- Provide efficient and effective office management
 - Order supplies, manage filing, storage, and security of documents

- Maintain insurance coverages
- Administer government services including motor vehicles and vital statistics
- Process and calculate all annual municipal and government reporting as required
 - Township annual audit preparation
 - Liquid Fuels
 - PURTA
 - DCED Auditor
 - W2's, 1099 and all other year end employment taxes
- Perform other related duties as required

Requirements of Work:

- Ability to work independently and with direction
- Good written and verbal communication and interpersonal skills
- Ability to establish and maintain effective working relations with employees, vendors, and others
- Accounts Payable/Receivable while maintaining G.A.A.P principles
- Fund accounting and able to prepare financial statements and reporting
- Administer payroll and employee benefits
- Must be able to pass a criminal background investigation
- Must be able to be Bonded

Education, Training and Experience:

- Minimum 4-year college degree majoring in accounting, finance or Business Administration, CPA preferred
- 5+ years' relevant work experience, government fund accounting preferred
- QuickBooks Online Experience Required

Benefits:

This is a full-time hourly position. Salary is offered within a range of \$65,000 - \$85,000 to commensurate with experience. All full-time employees are offered annual cost of living increases, a full benefit package including vacation and sick leave, individual or family medical, dental, and vision insurance, a 457B retirement plan, and a township pension.

Application Information:

To apply for this position, please complete a Chippewa Township Employment Application and submit with a cover letter, resume, and contact information for at least three references. You can email all materials to hr@chippewa-twp.org or drop off/mail application materials to: Chippewa Township Human Resources, 2811 Darlington Road, Beaver Falls, PA 15010.

Review of applications will begin on a rolling basis, with interviews beginning the week of June 29th. Please keep an eye on our website for any hiring updates for this position.

**CHIPPEWA TOWNSHIP
APPLICATION FOR EMPLOYMENT**

Name: _____ Application Date: _____
Current Address: _____
Phone Number: _____
Email Address: _____

Employment Desired

Position: _____
Anticipated Start Date: _____ Salary Requirements: _____
Are you currently employed? YES/NO
Current Employment Address: _____
How long have you been employed at this position? _____
Referred By: _____

Education	Name of School	Graduation Date/Expected Graduation Date
High School:	_____	_____
College:	_____	_____
Trade, Business, or Correspondence School	_____	_____

General

Subjects of Special Student or Research Work: _____

Special Skills: _____

U.S. Military Service: _____

Former Employers (Detail your last 3 employers starting with most recent)

Starting Date/Ending Date	Name & Address of Employer	Position	Salary	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

References (List 3 people who are not related to you whom you have known at least 1 year)

Name	Address	Business	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The following statement applies in: Maryland & Massachusetts: it is unlawful in the state of PA to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civil liability.

Signature of Applicant

In case of emergency:

Name

Address

Phone

I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice at any time at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice at any time by the company. I understand that no company representative, other than its president and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Date:

Signature:

**Please mail or drop off application to:*

Attn: Mark Taylor

2811 Darlington Road

Beaver Falls, PA 15010

**You may also email applications to: hr@chippewa-twp.org*