

# ***CHIPPEWA TOWNSHIP***

2811 Darlington Road, Beaver Falls, PA 15010

Phone: 724-843-8177

Email: [hr@chippewa-twp.org](mailto: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:** Commensurate upon Experience and 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 8,642 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-Desktop Enterprise Solutions; Accountants Version

#### **Benefits:**

- Single, and Family Health Care
- Dental, and Vision
- Short term / Long Term Disability
- Life Insurance
- Pension
- Paid time off
- Paid training