Accountant

The Lehigh Valley Planning Commission (LVPC) is seeking a highly motivated and organized candidate for Accountant. Accountant provides support to the Administrative Team, including the Executive Director, Director of Administration, and Director of Development. Generally, the Accountant is responsible for recording and maintaining financial records and general office administrative duties. Primary responsibilities include accounts payable and receivable, payroll, bank deposits, reconciliations, prepares quarterly tax filings and other required reporting and performs a variety of clerical duties under the general direction of the Director of Administration. The Accountant must enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong analytical and mathematical, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Accountant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Duties + Responsibilities

Completes a broad variety of accounting and accounting tasks for the Administrative Team including:

- Maintains records according to generally accepted accounting principles including the recordation of journal entries, asset depreciation schedules, accounts payable, accounts receivable, cash management, and reconciliation of bank statements
- Applies strong accounting skills, including accounts payable, accounts receivable, purchasing backup, journal entries, and all accounting through financial statement preparation
- Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger
- Analyzes information and options by developing spreadsheet reports; verifying information
- Prepares general ledger entries by maintaining records and files; reconciling accounts
• Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts
• Develops and implements accounting procedures by analyzing current procedures; recommending changes
• Answers accounting and financial questions by researching and interpreting data
• Protects organization’s value by keeping information confidential
• Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
• Participates in activities needed to support the management functions of the team

• Accounts Payable:
  o Monitoring purchase orders and invoices
  o Coding invoices with the proper general ledger information and obtaining approval for payment
  o Checking invoices and ensuring bills are paid in a timely manner
  o Checking credit card statements
  o Maintaining a petty cash account.

• Accounts Receivable:
  o Billing customers for goods or services
  o Preparing grant reimbursement requests
  o Preparing and sending invoices to customers and ensuring they are entered into the proper accounts in the accounting system
  o Contacting customers to make payment arrangements.

• Payroll, Timesheets and Employee Reimbursements:
  o Collecting employee timesheets and entering them into the payroll accounting system
  o Preparing payroll and sending information to an outside payroll processing service
  o Monitoring payments to salaried and hourly employees including reconciliations
  o Collecting, monitoring and reconciling paid time-off
  o Processing employee expense reports.
• Banking:
  o Preparing bank deposits of payments received from customers and other sources
  o Entering payments into the accounts receivable system
  o Reconciling monthly bank statements, researching and correcting any discrepancies
  o Preparing wire transfers.
• General Ledger:
  o Entering information into and reconciling basic general ledger accounts
  o Preparing detailed journal entries and month-end reconciliation
  o Maintaining inventory and overhead accounts
  o Preparing depreciation calculations.
  o Running general ledger trial balance at the end of the month prior to closing the books to ensure accounts are balanced.
• Taxes:
  o Preparing and submitting quarterly tax filings
  o Preparing and filing federal and state required insurance reports
• Reporting:
  o Preparing and filing federal and state forms and reports for workers' compensation, pension or retirement accounts
  o Running regular reports for the Administrative Team to keep them apprised of cash flow, budgeting and other vital financial matters
  o Providing requested documentation for auditors and actuaries.
• Clerical:
  o Performs own clerical duties, such as maintaining paper and electronic files, and opening and sorting mail pertaining to the Administration
  o Filing and archiving records
  o Composing and preparing correspondence that is sometimes confidential
  o Contacting and maintaining relationships with customers and vendors through phone, fax, email and letters
  o Ability to back-up the Executive Secretary as required.
• Other duties as assigned
Minimum Job Requirements

- Bachelor's degree in Accounting or related field
- Strong work tenure: two or more years of office accounting experience
- Experience and interest in internal and external communications, and relationship development
- Use of QuickBooks software is required; previous experience in accounting and QuickBooks or related programs
- Proficient in Microsoft Office (Outlook, Word, Excel, Access and Power Point), Adobe Acrobat, and Social Media web platforms
- Ability to lift, push and/or pull a minimum of ten pounds.

Knowledge, Skills and Abilities Required

- Strong knowledge of accounting practices and procedures
- Accuracy and attention to detail is absolutely required, as well as a track record of reliability, confidentiality, and conscientious work habits
- Ability to organize and prioritize effectively
- Attention to detail with exceptional level of accuracy
- Ability to interpret data and make cost effective decisions
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, commissioners, elected and municipal officials, partners and the public
- Expert level mathematical and organizational skills
- Ability and desire to learn new software
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.

Other Requirements

Valid driver's license is also, required.

Salary Range

$53,953 - $78,232 per annum, plus benefits.
The Lehigh Valley Planning Commission, Transportation Study + Region

The Lehigh Valley Planning Commission is a government entity and the official planning commission for Pennsylvania’s Lehigh and Northampton Counties. Under the umbrella of the LVPC, the Lehigh Valley Transportation Study serves as the federally-designated Metropolitan Planning Organization, or transportation and infrastructure planning agency for the region, as well. The LVPC and LVTS balances the overall needs of the Lehigh Valley’s communities from land use to transportation and parks and open space to housing needs to support a strong and growing community.

HOW TO APPLY

Only e-mail submissions to jobs@lvpc.org will be accepted and must include:

a. Current resume detailing your education and experience
b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered
c. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person

Application materials must be received by 5:00 PM Eastern Standard Time on **February 28, 2020**.

Lehigh Valley Planning Commission/Lehigh Valley Transportation Study is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (610) 264-4544.