

BOROUGH OF MORTON
500 Highland Avenue
Morton PA 19070
610-543-4565 –fax 610-543-8392



CHIEF FINANCIAL OFFICER

The Borough of Morton seeks an experienced part-time Chief Financial Officer to coordinate and administer the finances of Morton Borough. The Chief Financial Officer is responsible for the management and maintenance of all financial records and transactions and implements accounting and auditing policies and procedures. This position involves a wide array of professional administrative, analytical and technical duties, including financing review and budgetary assistance and analysis. The Chief Financial Officer also participates in the preparation and implementation of financial goals, objectives, policies and procedures.

Job Descriptions & Responsibilities

- Responsible for the general accounting and financial reporting functions of the Borough's five individual funds. Recording receipts and disbursements and maintaining the general ledgers of the individual funds. Maintain and monitor accounts payable and prepare monthly bank reconciliations. Each month provide monthly financial reports to Governing Body. Able to assist with financial matters including but not limited to refinancing of debt and assistance with preparation of the annual Borough budget.
- Ensures Borough complies with Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) for financial statements. Prepares state and grant financial management.
- Maintains a modified cash system of accounting showing assets, liabilities, resources and cost of operations to facilitate accurate financial reporting. Maintain adequate filing system enabling research of financial information necessary when reporting to outside agencies.
- Works and coordinates with Borough auditor's during annual financial audit providing requested information and helping to answer any questions the auditors might have.
- Works with the Borough Manager and administrative staff to discuss initiatives, review operations, review department budgets and assesses and solve problems. Advise on procedure and financial management as well as developing policies.

Qualifications:

- Bachelor's degree in finance, accounting or related field
- Minimum 3-5 years of professional accounting experience
- Working knowledge of QuickBooks is required
- Intermediate to advanced knowledge of MS Office Suite

This position will be a part-time position and should be available during normal working hours. Morton Borough is looking at Chief Financial Officer Position working 15-20 hours a week. Salary is DOQ.

Interested applications should submit cover letter, resume and three professional references to jlipsett@mortonboropa.org, by April 16, 2025. Employment is contingent on the successful completion of a comprehensive background check and bonding.