



**FINANCE AND HUMAN RESOURCES SPECIALIST
JOB POSTING
June 30, 2022**

Worcester Township, a progressive Second-Class Township with a population of approximately 10,750 in 16.2 square miles located in Montgomery County, seeks a Finance and Human Resources Specialist to assist the Finance Director who serves as the Township Treasurer and Human Resources Director. This new position will support the Director in managing and overseeing the day-to-day finance and human resources operations, including but not limited to monitoring receipts and expenditures, analyzing and reconciling financial data and accounts, accounts payable and receivable, preparing financial reports, the development of the budget and municipal financial plans as well as all aspects of payroll, including entering personnel information, reviewing, and processing payroll, yearend compliance and reporting, deductions, pay raises, garnishments, employee benefits, leave of absences, tax liabilities, onboarding and separation, employment verifications, workers' compensation, unemployment, attendance, etc. Individual must maintain all confidential information. The Township operates with an approved 2022 total overall general fund budget of approximately \$4.5 million with approximately 13 full time equivalent staff.

Qualified individual must have a High School Diploma or equivalent with preferably a minimum of three (3) years' experience working in municipal accounting and/or human resources. Must have excellent interpersonal, analytical, written, organizational and verbal skills along with proficiency in finance, accounting, auditing, payroll software and Microsoft Office specifically Excel, Microsoft Word and Access.

Salary range \$50,000 - \$55,000 commensurate with qualifications and experience with a comprehensive benefits package. All hires are contingent on successful completion of a background check/verification.

Applicants should submit cover letter, resume in one document to Roseann McGrath at Roseann@rmcgrathconsulting.com. This position is open until filled, with the first review of applicants no later than July 29, 2022.