

# OECD ACCOUNTANT/OFFICE ADMINISTRATOR

The City of Bradford's Office of Economic and Community Development is accepting applications for the full-time position of Accountant/Office Administrator.

Please submit a letter of interest and resume to the City of Bradford/OECD 24 Kennedy Street, Bradford, PA 16701, or by e-mail to [c.lucco@bradfordpa.com](mailto:c.lucco@bradfordpa.com). Letters of interest and resumes will be accepted until October 10, 2023.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Accounting - Maintain the financial records of the OECD including the setup and maintenance of federal and state grants, revolving loan funds, local funds, and rental operations. Accounting duties shall include bank deposits, reconciliation of bank statements, payables, disbursements, bank transfers and postings maintenance of general journals, disbursement/deposit records, general ledger, preparation of financial statements, and grant budget spreadsheets. Accounting records are maintained on 21<sup>st</sup> Century Accounting and Quicken software.

Other financial responsibilities include the maintenance of housing and economic development revolving loan portfolios, preparation of financial reports, federal CDBG and HOME grants drawdown on IDIS, preparation of state grant invoicing, preparation of a monthly Revolving Fund Report, annual 1099's IRS forms, annual financial statements for audit purposes and providing financial information to the Executive Director and other OECD staff.

The accountant may also be responsible for maintaining the financial records of the Bradford Economic Development Corporation.

## Office Administration

1. Perform basic office duties such as ordering supplies and making sure that all office equipment, such as copiers and fax machines, are in working order, weekday courier trips to City Hall and the post office.
2. Accept and record rental and loan payments.
3. Rental Management – Advertise and lease residential/commercial units to qualified tenants. Conduct income verification, credit, and references of prospective tenants, work with the Director to determine qualification and rental rate; prepare leases for the Director's signature. Scheduling with tenants of annual unit inspections by the OECD Maintenance department. Coordinate property repair work with Facilities Manager. Prepare eviction documentation as directed by the OECD Executive Director. Track all current residential, commercial, and industrial leases for annual inspections and renewal.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties and responsibilities does not exclude

them from the position if the work is similar, related, or a logical assignment to the position or if the individual holding the position has the ability, training, and skills necessary to undertake duties beneficial to the OECD and to the City of Bradford. Due to staffing limitations, the employee may be asked to undertake duties and assignments at the discretion of the Executive Director that are not included in this job description.

**QUALIFICATIONS:**

A two-year accounting degree or three years of accounting experience is required. Must have good organizational and communication skills and the ability to take directions and complete tasks in a timely, professional manner. Candidate must have a pleasant manner and be able to work with the public. Applicant must have good computer skills with knowledge of Microsoft Office software, Quicken, or other accounting software with the capacity to learn new computer software and put it to practical use. Applicant must have a valid Driver's License and have no pending legal matters that will preclude your ability to engage in the duties of this position.

**SALARY:**

The salary offer will be commensurate with the candidate's experience.

*The City of Bradford is an Equal Opportunity Employer that does not discriminate against race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.*