



# Upper Bucks County Technical School

Serving: Palisades, Pennridge, and Quakertown

3115 Ridge Road • Perkasio, Pennsylvania 18944 • Phone: (215) 795-2911 • FAX: (215) 795-0530 • www.ubtech.org

## JOB OPPORTUNITY

**POSITION:** ANTICIPATED FINANCIAL ACCOUNTANT

**LOCATION:** Upper Bucks County Technical School, Perkasio, PA

**STARTING DATE:** As Soon as Possible

**POSITION REQUIREMENTS:** Minimum of a High School diploma; Associate Degree in accounting preferred. At least five years' experience in a computerized accounting/bookkeeping department. At least two years' experience in government accounting preferred.

**MAJOR RESPONSIBILITIES:** Assists the Business Manager in monthly journal entries, month-end closing, reports, school budget, annual audit, bidding process, budgetary transfers, balance sheet accounts, reconcile general ledger, grant financial management, and prepare monthly bank account balance reports. Responsible for payroll preparation and reporting, both internal and external, including all federal, state, local, and PDE reporting. Assists with cashier and accounts receivable services, and overall school business operations support for the Business Office.

**TERMS OF EMPLOYMENT:** Full-time, 12 months with benefits, Confidential

**SEND RESUME TO:** Interested applicants please submit a letter of interest, application, resume, transcripts, Act 34, Act 151, and Act 114 clearances and other pertinent information to:

Upper Bucks County Technical School  
Attn: Tracy Kram  
3115 Ridge Road  
Perkasio, PA 18944

Fax: 215-795-0274  
E-mail: [tkram@ubtech.org](mailto:tkram@ubtech.org)

\*If hired Act 34, Act 151, and Act 114 clearances are required prior to start\*

**Deadline for submission of application is January 15, 2024 or until position is filled.**

EOE

Posted  
1/12/24  
TKram