



**DOYLESTOWN BOROUGH**  
**10 Doyle Street, Doylestown, PA 18901**

**Finance Assistant**

Doylestown Borough is seeking a qualified and motivated individual to join our team as **Finance Assistant**. This full-time, exempt position plays a key role in supporting the Borough's financial operations and personnel and has the potential opportunity for advancement. The Finance Assistant reports to the Assistant Manager/Finance Director and plays an important role in maintaining accurate, timely, and well-organized financial records.

**Key responsibilities**

- Biweekly payroll processing
- Perform accounts payable functions
- Processing of reconciliations and financial data to facilitate smooth month-end and year-end processes
- Oversee day-to-day human resources administration
- Manage developer escrow accounts
- Support annual audit preparation and day-to-day administrative tasks within the Finance Department

**Qualifications**

- High school diploma required, associate's degree or higher in finance, accounting, or a related field preferred
- Experience in municipal finance, payroll, AP/AR, developer escrows preferred
- Knowledge of the principles and practices of local government finances
- Proficiency with Microsoft Office applications including Excel and financial system software
- Solid organizational skills and attention to detail
- Strong communication and customer services skills when working with residents and vendors

**Compensation & Benefits**

This is a full-time, on-site position with competitive salary and a comprehensive benefits package.

**How to Apply**

Applicants should submit a cover letter and resume to: [jobopenings@doylestownborough.net](mailto:jobopenings@doylestownborough.net).  
Position is open until filled with first review of applicants no later than March 23, 2026.