

**Assistant Treasurer/Borough Clerk**  
**Job Description**

**Summary:**

The person in this position is responsible for performing a broad scope of administrative and financial duties pertaining to the day to day operations of the Borough as directed by the Borough Manager and Borough Council. This employee will work independently and is required to be bonded.

**Supervision:**

This position is a non-supervisory position under direct supervision of the Borough Manager.

**Primary Accounting Responsibilities:**

1. Process financial transactions to include accounts receivable and accounts payable using a fund accounting municipal software program.
2. Perform all aspects of Accounts Receivable, including using QuickBooks, but not limited to: (a) invoicing customers/residents when necessary; (b) receive all monies due the Borough and deposit the same promptly upon receipt in the designated Borough depositories; (c) code receipts and enter into accounting system all revenue received from various revenue sources using QuickBooks.
3. Perform all aspects of Accounts Payable, including but not limited to: (a) check all invoices for completeness, match to packing slips; (b) code invoices to proper accounts and enter into accounting system; (c) prepare voucher list to be approved by Borough Council at their first regular meeting of each month; (d) process checks for payment of bills approved by Borough Council; (e) prepare and submit 1099 Misc. forms and reports annually; (f) maintain W9 information on vendors.
4. Perform certain aspects of Payroll, including but not limited to: (a) obtain completed forms for new employees, i.e. W4, I-9 and provide information to payroll processing company; (b) input data for biweekly payroll and submit to payroll company for processing including periodic Employee specific payments; (c) transfer funds as needed to cover payroll liabilities; (d) mail payments for 3<sup>rd</sup> party checks (e) annually update employee records for salary increase, vacation earned, sick leave earned and contract requirements; (f) notify employees of salary and benefits for upcoming year.
5. Perform all aspects of Utility Billing, including but not limited to: (a) calculating rates; (b) updating utility billing system; (c) input meter data into system; (d) calculate quarterly extra strength charges based on information provided by the Lehigh County Authority (LCA) to be billed to customers and update rates annually; (e) calculate, print, sort and mail bills quarterly; (f) notify property owners of meter problems and set up repair appointments; (g) maintain and print water usage reports as requested; (h) process payments; (i) make daily deposits and calculate payments to allow for distribution to water/sewer/general accounts monthly; (j) print and mail reminders to later customers; (k) create work orders when necessary; (l) post and track shut off notices for non-payment; (m) post and track final bills for change of ownership. (n) Prepare related reports for LCA quarterly, based on billing data.

### **Primary Financial Responsibilities:**

1. Prepare monthly reconciliation of all bank accounts and CD accounts when matured.
2. Transfer money between appropriate accounts to pay bills.
3. Invest available funds at optimum rates through interactions with the Borough's designated depositories and maintain the investment schedule accordingly.
4. Assist the Borough Manager with preparation of the annual budget. Prepare annual Budget Estimates of Income and Expenses.
5. Manage and monitor the annual budget. This involves utilizing the municipal software program, generating reports and gathering financial information on general government activities and account balances.
6. Prepare for and work with the Borough auditor in the preparation of the annual DCED report and annual Financial Reports.
7. Prepare for and work with State Auditors in the preparation of the State Liquid Fuels, Pension Plan and Workers Compensation Audits.
8. Complete and submit all State required financial forms as required by law.
9. Generate an accurate Treasurer's Report of all bank accounts and investments for presentation at Borough Council's first public meeting of each month.
10. Generate accurate monthly balance sheets and budget comparison reports for each fund for presentation to Borough Council at their first public meeting of each month.
11. Maintain a filing system to organize and preserve financial records to include deposit reports, revenue reports, audits, budgets, contracts and other records as required by law.
12. Prepare monthly profit and loss statement for Department heads and Council members.
13. Prepare monthly bills for payment report to be presented to Borough Council at their first public meeting of each month.

### **Tax Collection Responsibilities:**

1. Send periodic updates to Berkheimer, or current agency for updating tax rolls for Earned Income Tax, Local Services Tax and Per Capita Tax; copies of moving permits filed, prepare list of move in and move out information from sales of properties (Utility Billing System) and other sources. Provide names of Deceased taxpayers when known.

### **Receptionist Responsibilities:**

1. Provide customer service effectively and efficiently to citizens of the Borough and other constituents.
2. Receive requests, complaints and information from the public and transmit to staff and/or Council/Mayor to process as needed; handle when required.
3. Answer Borough phones and provide information and assistance to the public on request. Assist them by answering questions directing them to the appropriate person, researching records or recording and transmitting messages to Borough staff and officials.
4. Record information on moving permits.
5. Report trash and recycling problems to refuse hauler.
6. Sort incoming mail to proper departments and individuals.
7. Maintain inventory and order office supplies.

### **Miscellaneous Responsibilities:**

1. Assist with gathering information for bi-annual newsletter.
2. Assist with preparing posters, signs, handouts, etc., for various events, handouts for customers, etc. Prepare office closed signs for Holiday Closures.
3. Provide clerical assistance to officials upon request, including but not limited to Tree Lighting Ceremony brochure, Macungie Holiday poster, invitations to events, memos and letters, proclamations and certificates of appreciation.

**Working Conditions:** Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or interdepartmental contact and pressure to meet inflexible timelines. Ability to maintain reasonable, predictable and regular attendance, and ability to attend meetings or report to work outside of regular business hours may be required.

**Accountability:** This position is accountable for the effective, efficient, professional, provision of support services and performing complex financial and administrative duties with proficiency and precision. Assist in managing the administrative detail of the Borough office and share accountability for the provision of consistent, high quality service. Accountable for maintaining strict confidentiality of sensitive information.

### **Required Knowledge, Skills and Abilities:**

- Thorough knowledge of secretarial practices and procedures.
- Knowledge of general principals of municipal organization, operations, policies and objectives, including Double Entry Bookkeeping and QuickBooks.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Ability to communicate effectively with diverse and sometimes irate individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Excellent memory and organization ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
- Ability to operate standard office equipment including, personal computers, typewriters, copiers, calculators and fax machines; input and retrieve data; organize and maintain disk storage and filing.
- Ability to work cooperatively with others as a member of a service oriented team.
- Ability to use independent judgment to effectively plan, coordinate and organize a variety of administrative and clerical support activities.
- Math and accounting skills essential; should be detail oriented. Accuracy and speed essential.
- Should be familiar with Federal and State tax laws, as well as fully knowledgeable in all applicable local tax laws.
- Must have good customer service skills; written, verbal and in person.
- Ability to learn a computerized financial software program designed for municipalities.

**Education and/or Experience:**

- High School graduate or have a GED.
- Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

**Tools and Equipment:**

Standard office equipment including, personal computers, typewriters, copiers, calculators and fax machines; input and retrieve data; organize and maintain disk storage and filing, and anything else assigned.

**Physical Demands:**

While performing the duties of this position, the employee is regularly required to sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities; lifting light objects (20 lbs.) and anything new assigned.

**Miscellaneous:**

- This is a non-exempt position in accordance with the Fair Labor Standards Act.
- This is also a union position (Teamsters) and requires union membership.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:**

/s/ Robert H. Glisson

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**Borough Manager**

**Council President**

**Effective Date:** April 09, 2020