**EAST BUFFALO TOWNSHIP**

**POSITION DESCRIPTION**

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| **Department:** | **Administration** |
| **Job Title:** | **Secretary/Treasurer** |
| **Position Status:** | **Full-Time** |
| **Fair Labor Standards Act (FLSA):** | **Non-Exempt** |
| **Reports To:** | **Township Manager** |
| **Revision Date:** | **April 2014** |

East Buffalo Township

The municipality is a Second Class Township that provides important community services to residents and businesses within its borders and beyond. The Township is responsible for public health and safety, infrastructure maintenance and other amenities which contribute to a high quality of life for the community.

Administration

The Administration supports the Board of Supervisors and its standing committees in carrying out their duties and responsibilities for the benefit of the township. The Administration delivers a wide range of services including personnel, purchasing, finance, reporting and intergovernmental cooperation. The Administration is responsible for planning, organizing, directing, and coordinating the operations of the township and assisting the Board of Supervisors in developing applicable policies.

Position Overview

The Secretary/Treasurer position is a full-time administrative position with the Township. The employee reports directly to the Township Manager. The employee has no supervisory responsibilities. Position requires availability for extended hours plus non-traditional hours required to perform job duties.

The Secretary/Treasurer provides clerical and administrative support activities. The Secretary/Treasurer assists the Township Manager in the fiscal administration of Township activities; supervises the operation of all fiscal control and monitoring for all funds and routinely provides the Board of Supervisors and Township Manager with financial management information; and is responsible for the administration, preparation, and execution of all Township accounting policies, payment of bills and accounts receivables. Employee must be able to be bonded by a bonding agency approved by the Board of Supervisors.

Work is primarily performed within an enclosed office setting; subject to conversational noise along with standard background noise found in an office environment, long periods of sitting and exposure to computer screen. When performing work outside the office setting, the employee is subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise.

Job Functions

* Provide administrative support to the Board of Supervisors and the Township Manager.
* Handle and distribute incoming mail and other material
* Set up and maintain paper and electronic filing system for records, correspondence, and other material.
* Coordinate the flow of information both internally and externally
* Greet visitors and callers, handle inquiries, and direct them to the appropriate persons.
* Interact with the public. Maintain and promote goodwill and positive citizen relations.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
* Utilize an accounting software to support the accounting operations of the Township. All money shall be segregated into funds as required by law and/or Township policy.
* Responsible for accounts receivable. Receive all moneys due the Township and deposit the same promptly upon receipt in the applicable depositories selected by the Board of Supervisors. Maintain a distinct and accurate account of all moneys received by the Township. Utilize tax records.
* Responsible for accounts payable. Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices. Pay vendors and charges expenses to appropriate accounts.
* Process the Township payroll and payroll related expenses. Maintain payroll records.
* Responsible for benefits processing and record keeping.
* Review and approve monthly bank reconciliations for all accounts.
* Prepare an accurate monthly financial report for presentation at the public meeting of the Board of Supervisors. The report shall include all receipts, all invoices paid and account balances. Assist the Township Manager in the preparation of financial projections and special financial reports.
* Complete required reporting forms for State and other authorized entities as required by law.
* Assists in developing and compiling the annual budget; assists in the review and preparation of budget estimates; provides financial and budget information to other departments and assists in resolving questions and issues; prepares the monthly treasurer’s report, comparing budget versus current actual revenues and expenditures;
* Maintain all Township financial records in an orderly fashion for presentation to the auditors for the required annual audit.
* Assist in purchasing processes. Ensure purchases are bought at the most competitive price. Maintain purchasing information, files and records (e.g. competitive bids, vender files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines. Continually improve purchasing methods to drive down spending.
* Advertise public meetings in compliance with established policies and regulatory guidelines
* Compose, type, distribute and records meeting minutes
* Record all ordinances and resolutions.
* Prepare bid packets requiring board approval and process awards.
* Issue permits and associated billing.
* Responsible for adherence to the Township Personnel Manual.
* Promote, support and facilitates teamwork and harmony between all township staff by promoting and fostering a positive, visible teamwork attitude among all township staff.
* Ensure implementation of safety regulations.

Requirements

* Graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least five years of progressively responsible professional accounting experience, preferably in a governmental agency; or an equivalent combination of training and experience.
* Knowledge of administrative and clerical procedures.
* Knowledge of principles and practices of general fund, and governmental accounting including financial statement preparation and methods of financial control and reporting; internal control and audit principles and practices; principles and practices of municipal budgeting; Township functions and associated financial management and reporting issues.
* Knowledge of principles and practices of business data processing particularly related to the processing of accounting and financial information; public purchasing and contracting principles and practices, including competitive bidding procedures.
* Possess extensive computer skills and a working knowledge of accounting software, spreadsheets, word processing, database management, internet, email applications and other applications.
* Able to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines with constant interruptions and interact with Township management, staff, outside entity representatives and the general public.
* Able to analyze and make recommendations on complex financial data; and evaluate financial programs and make sound recommendations for improvement.
* Able to understand, interpret, explain and apply state and federal laws regulating Township financial accounting, reporting and record keeping.
* Able to develop and implement financial procedures and controls; perform complicated mathematical calculations and analyses; prepare clear, concise and comprehensive financial statements, reports and written materials.
* Able to reason, solve problems and provide oral and written communication with Township personnel, residents, contractors, vendors, etc.
* Able to exercise sound independent judgment within general policy guidelines; establish and maintaining effective working relationships with management, staff, auditors and outside entity representatives.
* Able to sit; talk or hear, in person and by telephone; walk and stand; operate computers and standard office equipment and regularly lift up to 25 pounds.
* Willing and available to respond to emergency situations outside of the standard working hours prescribed in the Personnel Manual.
* Able to follow safety regulations.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the Township.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions, qualifications, expectations and responsibilities for the job.

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| Employee Printed Name |  |  |
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| Employee Signature |  | Date |
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| Supervisor Printed Name |  |  |
|  |  |  |
| Supervisor Signature |  | Date |