

Assistant Treasurer/Bookkeeper

Position Summary

The Assistant Treasurer/Bookkeeper is responsible for the bookkeeping and administration of all Township finances. The authority and responsibilities as the Deputy Tax Collector for the Township may be included in this position.

Position Requirements

- ✓ Experience in municipal government, standard accounting principles, and/or related degree.
- ✓ Working knowledge of financial administration, taxes, and bookkeeping.
- ✓ High level of competence in Quickbooks Pro Accounting Software and all Microsoft Office Programs.
- ✓ Effective oral, written, and computer skills.
- ✓ Knowledge of Second Class Township Code, Municipalities Planning Code, and related federal, state, and local laws.
- ✓ Working knowledge of Code of Ordinances and local zoning requirements.
- ✓ Demonstrate good public relations, organizational, and problem solving skills.
- ✓ Capable of giving bond to the Township for the faithful performance of the duties of the office.

Responsibilities

The duties of the Bookkeeper shall include but not be limited to the following, as expressly imposed or conferred by the Board of Supervisors, Treasurer, Township Manager, and Township Tax Collector, and required by law:

- ✓ Maintain responsive communication and service to the citizens, and investigate complaints for resolution.
- ✓ Receive, post, and deposit all Township funds.
- ✓ Prepare checks and post all Township expenditures, including payroll.
- ✓ Maintain payroll records, prepare all Local, State, and Federal Payroll reports and forms to appropriate agencies, including SSA, and employees.
- ✓ Reconcile all bank accounts.
- ✓ Prepare monthly, quarterly, and yearly bill lists and reports.
- ✓ Administer all insurance and pension funds.
- ✓ Responsible for filing, recording, and maintenance of all financial records.
- ✓ Assist Township Treasurer, Board of Supervisors and staff with the preparation and administration of Township Annual Budget.
- ✓ Assemble data and provide office service to the Board of Auditors, Tax Collector, Township Treasurer, and the Township Manager, as requested.
- ✓ Manage property billing, correspondence, and upkeep.
- ✓ Maintain and update all tax records, including the Real Estate Tax Duplicate.
- ✓ Prepare and mail all Real Estate Tax bills, Fire Hydrant Assessments, Interim Tax bills and Sewer Invoices.
- ✓ Prepare, issue, record, receive, and post all Township Real Estate taxes.