

Gregg Township Job Description

Job Title: Secretary/Treasurer
Reports To: Gregg Township Board of Supervisors
FLSA Classification: Non-exempt
Date: June, 2012

GENERAL PURPOSE OF JOB

This position is responsible for the day to day conduct of Township business and carrying out the policies of the Board of Supervisors. This employee is responsible for the maintenance of Township records, assuring that Township business is properly transacted, and addressing the problems and questions of citizens.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- This employee is responsible for the duties and responsibilities as outlined in the Commonwealth of Pennsylvania Second Class Township Code, Article VII, Township Treasurer and Article VIII, Township Secretary.
- This position works independently with decisions being made in accordance with established rules and procedures.
- The work involves accounting duties related to collection, compilation, processing, recording, and controlling of financial data, assisting in the direction of all administrative and other activities of the government unit.
- Keeps a distinct and accurate account of all moneys received by the Township and prepares monthly treasurer's report which includes a list of bills received and submitted to the Supervisors for approval at regular meetings. Performs all accounts payable/accounts receivable functions. Manages short and long term investments of Township funds. Prepares and manages the approved financial budget. Prepares payroll.
- Attendance is required at all regularly scheduled meetings, special meeting and work sessions and attends all other agency, committee, or training sessions as requested, required or recommended.
- Prepares agenda for all Township meetings for the Board of Supervisors and Planning Commission. Keeps records of proceedings of all public meeting and maintains the Township's official minute books as required by the Second Class Township Code.
- Provides technical advice to elected and appointed officials in matters of legal requirements, finance, personnel administration, and general management. The employee must exercise considerable independent judgment on behalf of the Board.
- Maintains regular office hours.
- Performs administrative duties such as filing and oversight of the Township records including but not limited to employee records, applications, statements of financial interest, oath of office forms, tax records, and correspondence. Employee also maintains files on all subdivision/land development plans and files enacted ordinances with the appropriate Agency.
- Prepares and files all required forms and reports required by State, Federal and County Government and insurance carriers.
- Record and file ordinances and resolutions.
- Complies with requests for public records.
- Serves as day-to-day liaison with the general public, media, and businesses; may represent the Township at conferences and meetings. Edits Township newsletter and is responsible for updating and maintaining the Township website and Township bulletin board.

- Attends and participates at local government conventions and professional association meetings to keep abreast of new developments in local government.
- Employee is familiar with the National Incident Management System and obtains at least the minimum certification required.

CERTIFICATES, LICENSES, REGISTRATIONS

PA Class C Drivers License.

Treasurer must be bonded as required by law.

EDUCATION and/or EXPERIENCE

This position requires an Associate's degree (A. A.) or equivalent from two-year college or technical school, a bachelors degree is preferred; or six months to one year related experience and/or training; or equivalent combination of education and experience. Experience in an electronic accounting environment is necessary. Must have intermediate or higher skill level in the use of a computer and computer software including Microsoft Office Word, Excel, Internet Explorer, Adobe Acrobat Standard and Quickbooks Pro with enhanced payroll. Must be skilled in using scanners, fax machines, copiers, printers, calculator and telephone.

LANGUAGE SKILLS

This position requires the ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community. Ability to write and proof articles submitted to newspaper and other publications. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

The ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume is required, as is the ability to apply concepts of algebra and geometry.

REASONING ABILITY

The ability to solve practical problems and deal with a variety of concrete variables in situations where only standardization exists is also necessary, as is the ability to interpret a variety of instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

This position spends the majority of the day sitting and talking or hearing. Some lifting of up to 10 pounds may be necessary, as is the ability to use close vision.

WORK ENVIRONMENT

This position is exposed to a standard office environment with a moderate noise level.