

## JOB DESCRIPTIONS

### SECRETARY/TREASURER

#### Summary:

Responsible for the maintenance of Township records, seeing that Township business is properly transacted, and seeing that the problems and questions of citizens are attended to or brought to the Supervisors' attention. Work is performed independently with decisions being made in accordance with established rules and policies. Work is reviewed by the Board of Supervisors through written and oral reports of actions taken.

#### Duties and Responsibilities:

- Direct the day to day operations of the township by prioritizing all mail, emails, phone calls and faxes.
- Utilizing QuickBooks software for processing accounts payable, accounts receivables and payroll
- Attend all monthly meetings
  - Prepare agenda
  - Take and produce minutes
    - File in official minutes book after approved
  - Prepare financial statements
    - Profit and Loss
    - Expense
    - Revenue
  - Record all receipts
  - Record all invoices
  - Prepare treasurers report
  - Prepare bills for approval report
    - Including preparing checks for payment
- Attend any special meetings
- Payroll
  - Weekly payroll
  - Quarterly payroll
  - File PA taxes
  - File Federal taxes
  - File Local taxes
  - File quarterly reports for payroll taxes
- Prepare and maintain Oath of Office documents
- File all annual reports
  - Actual use report

- Local enabling tax report
- Pension & Fire relief report
- County municipal officials report
- County assessment bureau report
- PURTA reports
- Public officials bond
- Survey of Financial Condition
- County Annual Recycling report
- Report of elected & appointed officials report
- Township annual audit report
- Open Records Officer
- Park rental agreements, payments and deposit returns
- Maintain Employee Manual and Policies
- Maintain safe keeping of the Township seal
- Assist residents with questions, concerns and/or complaints
- Prepare and make deposits
- Maintain employee records
- Assist in the preparation of the Township's annual budget
- Prepare routine resolutions, agreements, legal advertisements, bid documents and advertisements and other documents for the review and final approval of the Township Solicitor.
- Obtain annual quotes for employee insurance
- Review and oversee the Township's liability insurance
- Act as Chief Administrator Officer of the pension plan
- Initiating and receiving all correspondence on behalf of the Township Supervisors and responding as needed
- Complete all other task as assigned by the Township Supervisors.