# Nottingham Township

909 Sugar Run Road
Eighty Four, PA 15330

**JOB DESCRIPTION**
**Treasurer/Assistant Secretary**

## General Definition

The Treasurer is responsible for performing various duties and responsibilities as defined by Pennsylvania's municipal codes and/or as directed by the Board of Supervisors. This employee will work independently on a broad scope of financial and administrative tasks pertaining to the day-to-day operations of local government with decisions being made based on established rules and policies, applicable laws, regulations imposed by other government agencies, and the employee's best judgment regarding internal consistency, precedent, and fairness.

The Treasurer/Assistant Secretary is an annually appointed position. The position of Treasurer is required to be bonded. In the event of the absence or disability of the Township Secretary, the Treasurer/Assistant Secretary will perform the duties and responsibilities of the Township Secretary. ***(Please refer to the Secretary/Assistant Treasurer Job Description.)***

This individual is encouraged to utilize training programs, seminars, and/or pertinent course offerings when made available by the Board of Supervisors.

## Primary Accounting Responsibilities

1. Process financial transactions to include accounts receivable, accounts payable, and payroll using a fund accounting municipal software program written exclusively for local government. Funds include a General Fund, Escrow Fund, Impact Fees Fund, Gaming Revenue Fund, Capital Reserve Fund and State Liquid Fuels Fund. Multiple bank accounts are used to maintain the funds.

2. Perform all aspects of Accounts Receivable to include: (1) receive all monies due the Township and deposit the same promptly upon receipt in the designated Township depositories; (2) enter into the accounting program all bank deposits from the elected Township Real Estate Tax Collector; (3) enter into the accounting system electronic weekly deposits from the Earned Income and Local Service Tax Collector; and (4) enter into the accounting system periodic revenue from various government agencies and revenue sources.

3. Perform all aspects of Accounts Payable to include: (1) the preparation of a voucher list to be approved by the Board of Supervisor at regular meetings; (2) preparation of checks for payment of bills approved by the Board of Supervisors; and (3) signing all checks, in addition to the Board of Supervisors signatures; (4) preparation and submission of 1099s.

4. Perform all aspects of Payroll to include: (1) preparation of biweekly payroll and direct deposit thereof in employee bank accounts; (2) biweekly payment of federal and state taxes via the EFTPS and MyPATH online systems; (3) prepare and electronically submit quarterly payroll reports for federal and state taxes; (4) prepare and submit quarterly online reports and payments of withheld employee earned income tax, local service taxes; (5) preparation and submission of the annual W2s

5. Monthly reconciliation of all bank accounts and reconciliation of CD accounts when matured.

**Financial Responsibilities**

6. Prepare, 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. The preparation of the annual budget includes generating a spreadsheet reflecting the following for each fund: (1) a projected fund balance forward; (2) projected revenues; (3) projected expenditures; (4) projected interfund transfers; and (4) all other projected financial transactions related to the operations of the Township.

7. Prepares for and works with the appointed CPA in the preparation of the annual DCED Township audit.

8. Prepares for and works with State auditors in the preparation of the annual State Liquid Fuels, Pension Plan and Workers Compensation Audits.

9. Complete and submit all State required financial forms as required by law.

10. Generate an accurate Treasurer's Report on all bank accounts and investments for presentation at the public meetings of the Board of Supervisors.

11. Generate accurate monthly Balance Sheets and Budget Comparison reports for each fund for presentation to the Board of Supervisors at their public meetings.

12. Invest available funds at optimum rates through interactions with the Township's designated depositories and maintain the Investment Schedule accordingly.

13. Chief administrative officer of the Pension Plan. Responsibilities include:

    - Prepare and submit the Quarterly Report of Contributions to Pennsylvania Municipal Retirement System (PMRS).
    - Prepare and submit the annual Minimum Municipal Obligation (MMO) Worksheet.
    - Prepare and submit the annual AG-385 form – Certification for Foreign Fire Insurance Tax Distribution and General Municipal Pension System State Aid.
    - Deposit State Aid into the Nonuniformed Pension Plan as required by law.
    - Review and submit the biannual Act 205 actuarial report prepared by PMRS.
    - Monitor the Financial Statements of the Pension Plan for accuracy.
    - Monitor the Annual Member Statements of the Pension Plan for accuracy.
    - Submit and maintain all application/administrative forms of the members of the Plan.

14. Assist in procuring and administering the Township's property/liability insurance.

15. Assist in procuring and administering the Township's employee benefits package.

16. Assist in preparation of grants when directed by the Board of Supervisors.

17. 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.

18. Voting Delegate to the Washington County Tax Collection District – Earned Income Tax. Attend meetings as required.

19. Maintain day-to-day close working relationship with all members of the Board of Supervisors.

**Other Administrative Responsibilities**

- Responsible for the administration of Road Weight Permits.
- Responsible for the administration of Highway Occupancy Permits.
- Responsible for Ballfield Rental
- Assist the Planning Commission by preparing their agendas and copying and assembling packets and being the Recording Secretary of the Planning Commission, attend meetings to take and prepare the minutes.
- In the absence of the Secretary, attend Board of Supervisors meetings and prepare minutes.
- Purchase office supplies.

**Required Knowledge, Skills, and Abilities**

Knowledge and experience with fundamental bookkeeping and accounting procedures.

Ability to learn a computerized financial software program designed for municipalities.

Knowledge of general office practices and procedures.

Knowledge of proper use of English, spelling, and punctuation.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain an effective working relationship with coworkers and the general public with courtesy and tact.

Ability to meet established deadlines to submit required reports and forms and requested information.

Absolute reliability and integrity.

**Relevant Experience**

Strong experience working in an office environment exercising bookkeeping/accounting skills and administrative/secretarial skills.

Proficient in Microsoft Word and Windows and knowledge of Excel spreadsheets.