



East Fallowfield Township **Assistant Township Treasurer/Office Manager (Temporary)**

Reports to: Board of Supervisors
Supervises: N/A
Union Affiliation: Non-Certified

Summary Statement: The Assistant Treasurer/Office Manager is responsible for providing support to the Treasurer and Board of Supervisors with respect to matters of significance to the Township. While the Treasurer is on extended leave of absence, the Assistant Treasurer/Office Manager shall assume all roles of Treasurer. In this position, the Assistant Treasurer/Office Manager shall be responsible for managing all Township finances and budgetary operations. The position shall be responsible for ensuring that all Township business is properly transacted, and for seeing that the problems and questions of residents are attended to or are brought to the Supervisors' attention.

Essential Functions:

1. Aid in maintaining and entering all receipts and expenditures based on municipal chart of accounts into 6 different Funds/QB Accounts.
2. Aid in maintaining and reconciling 8+ bank accounts on a monthly basis in various Township fund accounts. Confirm all deposits and receipts and make sure balances monthly.
3. Aid in analyzing, researching, calculating and creating annual budget.
4. Attend night time BOS workshops, BOS meetings and budget meetings. (When needed).
5. Aid in preparing monthly financial reports for monthly BOS meeting to BOS and public summarizing revenues, expenditures and account balances. (Present when needed)
6. Assist in entering timely and accurately all bills and cut checks for invoices for board signature and approval at monthly BOS meeting.
7. Scan and save on server, copy and prepare for the mail all checks once signed.
8. Reconcile, review, approve and deposit receipts collected by the Township Staff and prepared for deposit by staff (for internal control purposes) at least once every week.
9. Assist with Rebilling developers for expenses incurred by the Township on their behalf (mainly legal and engineering fees). Send invoices and monthly statements.
10. Aid in ensuring proper invoicing of trash fees to over 2700 residents in the Township. Aid in coordinating with Munibilling for the mailing/e-mailing of quarterly invoices to residents for trash service. Aid in managing and reconciling records of resident payments in QuickBooks, Fulton Lock Box and make transfers of trash payments into the General Fund.
11. Help identify trash accounts that remain unpaid by the end of fiscal year. Create report of all outstanding accounts (below X threshold) and necessary information and provide to collection agency to begin collection action by the beginning of the next fiscal year.
12. Take calls and emails regarding trash accounts. For more difficult accounts, explain process and procedure according to rules and ordinances of the Township.
13. Enter in monthly Keystone Collections EIT & LST income and journal entry the fees/commissions/costs associated with it.
14. Aid in processing bi-weekly payroll for all Township Staff and quarterly payroll for Supervisors and EMS employees.
15. Assist in maintaining and tracking accurate records of vacation, personal days, sick days and holidays for all employees based on two-three different policies/contract agreements.

16. Process all bi-weekly/monthly/quarterly/annual payroll reports not completed by Payroll Company. Ex. IRS, PA Department of Revenue, PSATS Unemployment, Central Tax Bureau, Berkheimer Associates, PMRS – Police Pension and Non-Uniformed Pension Plans, and employees' child support payments that are to be withheld from their pay.
17. Calculate, reconcile and remit Township and employee contributions to Pennsylvania Municipal Retirement System (PMRS) on bi-weekly basis. Aid in sending Quarterly report of Contributions.
18. Aid in collecting and entering all W-9 information for vendors into QuickBooks and keep record of forms. Aid in sending out 1099's annually (due by 1/31)
19. Assist in onboarding of new employees, collecting of all necessary paperwork, and making sure set up in payroll system accurately. Coordinate establishment of email account/computer log in if needed.
20. Aid in managing employee files.
21. Make and receive telephone calls/read and respond to emails/handle residents in person who come to the window - assist residents by supplying them with information needed on Township rules/ordinances/laws, explain procedures and processes, listen and handle complaints and refer to the appropriate official where appropriate.
22. Aid in preparing various reports required by state, local and federal agencies (as needed) such as:
 - a. ACA 1094 B & 1095 B (May)
 - b. PSATS Unemployment Group Trust (Quarterly)
 - c. PCORI Form 720
 - d. PURTA – RCT 900 Tax Report (March)
 - e. MS 965 – Actual Use Report (January) – Liquid Fuels
 - f. MS 965P – Project and Miscellaneous Receipts (January) – Liquid Fuels
 - g. MS 999 – Project Completion Report (January) – Liquid Fuels
 - h. PA DCED – Report of Elected and Appointed Officials – DCED-CLGS-19 (January)
 - i. PA DCED –Survey of Financial Conditions – DCED-CLGS-69 (March)
 - j. Municipal Millage Rate Request from County (early January)
 - k. Act 205 Questionnaire and Reporting Form Request (every odd year by 10/15).
 - l. AG-385 – Department of Auditor General Municipal Pensions and Fire Relief Programs (March) – ensures money to help Township offset burden associated with police and non-uniformed pension plans
 - m. DCED-CLGS-2565 – Municipal Tax Information Form (December)
23. Escheat unclaimed funds to State by 4/15 annually.
24. Maintain and update internal township contact list and external township contact list.
25. Aid Treasurer by answering questions, pulling paperwork and providing necessary information to the Public Accounting firm who conducts the annual Township audit and creates the audited financial statements.
26. Aid Treasurer by answering questions, pulling paperwork and providing necessary information for auditors for Liquid Fuels and Pension audits.
27. Prepare and type documents such as letters, reports, charts, or other textual material using a variety of formats for the Board of Supervisors.
28. Perform clerical functions including typing, filing and basic record maintenance.
29. Complete any other tasks or duties deemed necessary or appropriate by the Board of Supervisors.
30. Benefits and insurance administration. HR/Employee relations duties as necessary.

Required Education/Background:

- College degree required – field of accounting preferred.
- Municipal experience preferred.

Required Skills, Knowledge, Abilities and Traits

- Knowledge of Microsoft Excel & Word
- Knowledge of QuickBooks
- Knowledge of Basic Accounting
- Excellent oral and written communication skills.
- Possess effective interpersonal skills with the ability to interface diplomatically with other employees, Township officials, other government officials, public/residents, business associates and outside professional contractors.
- Ability to supervise and direct others to obtain correct and efficient results.
- Knowledge of common office procedures and equipment.
- Ability to collect, summarize, analyze, and organize required information to fulfil duties.
- Able to be cooperative and problem solve with Board, staff and residents.
- Takes pride in job performance and has a positive overall manner, is efficient, prompt, resourceful, reliable, honest and ethical.