

**East Fallowfield Township  
Job Description**

**Position Title:** Treasurer  
**Reports To:** Township Manager  
**Supervises:** N/A  
**Union Affiliation:** Non-Certified  
**Classification:** Non-Exempt  
**Pay:** Full-Time Salaried or Part-Time (30 hours/week)

**I. DESCRIPTION**

The Treasurer performs a variety of routine and complex administrative tasks in assisting the Township Manager with the financial, accounting, budget management, and Treasurer/administrative duties of Township business. 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 brought to the Township Manager’s attention. The position shall also be responsible for preparing and maintaining payroll and leave time.

**II. GENERAL JOB RELATED REQUIREMENTS**

- Hours of work are to include normal Township hours of operation Monday through Friday, and any additional hours (including night meetings) necessary to properly perform the job.
- Regular and predictable attendance is required.
- Must work cooperatively with others.
- Must relate to Township citizens and other Township employees in a professional, courteous and respectful manner.

**III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by Township Manager.*

- Accounts Payable/processes bills and prepare checks upon approval of the Township Manager and the Board of Supervisors, on a timely basis.
- Prepare and type documents such as letters, reports, charts, or other textual material using a variety of formats for the Township Manager for decision-making purposes.
- Maintain, reconcile, and record every Township financial transaction (receipts and expenditures) and makes adjusting journal entries as necessary.

- Maintain and reconcile checking and saving accounts for various Township funds and escrow accounts.
- Prepare and present monthly financial reports at public meetings.
- Assist in the preparation of monthly budget reports and assist Township Manager with development of annual budget.
- Assist the Township Manager with compilation of financial records and forecasts for budget preparation, annual budget narrative report/presentation, and with long-range fiscal plans for the municipality and special projects, as may be requested by the Manager.
- Use computer with financial management software and create spreadsheets to compile accounting and budget information and schedules to enhance management's ability to produce more timely and accurate budgets and financial reports.
- Maintain and process payroll using Township-provided software program; maintain accurate vacation, personal day, and sick day records.
- Prepare various reports and Municipal Services Forms, including but not limited to MS965, DCED Report of Financial Condition, Municipal Tax Information Form, Fire Relief Forms, and payroll reporting forms required by local and state agencies.
- Remit pension and unemployment compensation quarterly.
- Communicate with Township vendors, enter W-9 information, and assist in the resolution of vendor issues.
- Prepare monthly bill lists and monthly treasurer's report summarizing revenues, expenditures, and account balances.
- Perform all tasks as set forth in the Second-Class Township Code, 53 P.S. sec. 65704, which include the following:
  - Receive all moneys due the township and deposit them promptly in a designated depository in the name of the township.
  - Keep distinct and accurate accounts of all sums received from taxes and other sources, which accounts shall be open to the inspection of the board of supervisors and any citizen of this Commonwealth.
  - Pay out all moneys of the township only on direction by the board of supervisors.
  - Annually state the accounts and make them available to the board of auditors for settlement.
  - Preserve the account books, papers, documents and other records of the office and turn them over to the successor in office.

- Make available records and provide assistance to auditors from DCED, PennDOT, and Auditor General's Office.
- In the absence of office staff, answers questions at the reception window, receives applications and documents, and directs individuals to the proper staff.
- Coordinate trash billing and delinquent trash fee accounts with outside vendors, collection agency or County.
- Coordination of all insurance and employee benefits, complete benefit forms for employees, maintain accurate accounting of health insurance, life insurance and other human relation/employee costs to the Township. Correspond with Township vendors concerning employee benefits, when necessary.
- Perform clerical functions including general typing, filing, and records maintenance.
- Responsible for taking meeting minutes for the Board of Supervisors and other meetings as needed.
- Perform any other tasks or duties deemed necessary or appropriate by the Township Manager, including but not limited to receiving, coordinating, resolving and tracking requests for public records.

**IV. (ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

**Physical & Mental Requirements:**

- The employee must be able to work at a fast pace, must be able to deal with the requests of the Township Manager, elected Supervisors, other staff and members of the public regarding all major and minor issues arising in the Township in a pleasant manner.
- The employee must be able to deal with emergency situations in a calm and intelligent manner.
- The employee must be able to work in a timely manner with frequent interruptions. Extended work hours may be required during certain time periods.
- The person in this position constantly operates a computer and other office productivity machinery, including, but not limited to, the use of a copying machine, computer, printer, fax machine and calculator. The person in this position must be able to use body members to work, move or carry objects or materials and to manipulate office machinery.
- The person in this position is required to have the ability to handle a variety of items such as automated office equipment, secretarial supplies and computer supplies. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

- The person in this position frequently communicates with individuals in-person and via telephone. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations.
- The person in this position may be exposed to inclement weather conditions when travelling to and from the office.
- The person in this position is required to have the ability to effectively communicate with vendors, the Township Manager, Township personnel, the Board of Supervisors and the public.

**In terms of an 8 hour workday:**

**Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.**

Job requires the physical ability to:

- Stand: occasionally
- Sit: continuously
- Walk: occasionally

Job requires the physical ability to lift/carry:

- Up to 9 lbs.: frequently
- 10-20 lbs.: occasionally
- 21-50 lbs.: rarely
- 51-80 lbs.: rarely
- 81-100 lbs.: rarely

Job requires the physical ability to push/pull:

- Up to 9 lbs.: frequently
- 10-20 lbs.: occasionally
- 21-50 lbs.: occasionally
- 51-80 lbs.: rarely
- 81-100 lbs.: rarely

Job requires the physical ability to use the following repetitive movements:

- Fingers: continuously
- Wrist: continuously
- Arm/Shoulder: continuously
- Leg: rarely
- Foot: rarely

Job requires the physical ability to function in activities involving:

- Bending: occasionally
- Stooping: occasionally
- Twisting: occasionally
- Reaching: occasionally
- Crouching: rarely

- f) Crawling: rarely
- g) Kneeling: occasionally
- h) Climbing: occasionally
- i) Handling: frequently
- j) Pinching: occasionally

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

All types of weather: rarely

## **V. REQUIRED KNOWLEDGE AND SKILLS**

- Knowledge of Microsoft Excel and Word.
- Knowledge of QuickBooks.
- Knowledge of Basic Accounting.
- Knowledge of common office procedures and equipment.
- Excellent oral and written communication skills.
- Possess effective interpersonal skills with the ability to interface diplomatically with other employees, Township officials, other governmental officials, public/residents, and professional contractors/vendors.
- Ability to supervise and direct others to obtain correct and efficient results.
- Ability to collect, summarize, analyze and organize required information to fulfill duties.
- Ability to secure a bond from a Surety company, in an amount established by the Board of Supervisors, for the faithful performance of the duties of the office, as required by the Second-Class Township Code.

## **VI. GENERAL TRAITS AND ATTRIBUTES:**

- Cooperates with the Township Manager, Board of Supervisors and Staff in making the Township building a desirable and pleasant environment for coworkers and the general public.
- Approaches assignments and staff in a constructive and positive manner.
- Is regular, prompt, and efficient in carrying out assignments.
- Demonstrates pride in job performance.
- Reports to work on time, and remains on site during his or her shift.

- Arrives to work clean and well groomed.
- Is resourceful, reliable honest.
- Is careful in the use of language.
- Is not absent from work except when approved vacation or in cases of personal illness, death in the immediate family, unless previous permission has been secured.

**VII. MINIMUM, EDUCATION, TRAINING AND/OR EXPERIENCE:**

- Bachelor's degree in finance, accounting or related field preferred.

**VII. REQUIRED LICENSES AND CERTIFICATES:**           None.

The Board of Supervisors reserves the right to amend the Township Treasurer/ job description from time to time by resolution or ordinance.

My signature below indicates that I have read the job description for the Treasurer and that I understand the responsibilities, skills and essential job functions as contained therein.

Acknowledged by:\_\_\_\_\_

Date:\_\_\_\_\_