

**PROSPECT BOROUGH, BUTLER COUNTY, PENNSYLVANIA  
Job Description**

**Assistant Secretary / Treasurer**

**Job Title:** Assistant Secretary / Treasurer (part-time position)

**Department:** Administration

**Description of Work:**

**General State of Duties:**

Assists the secretary/treasurer in performing administration work conducting the daily business activities of the Borough including financial management and statutory clerk functions. Implements borough policies assigned to him/her. Assists the secretary/treasurer in keeping records of all council proceedings, handles correspondence on behalf of the borough, prepares agendas and executes any assignments given by the council. Assists the secretary/treasurer in official responsibility for accounting for all receipts and disbursements in regard to borough funds. Prepares a variety of financial records. Assists the secretary/treasurer in responsibility for payroll and investments utilizing appropriate computer skills.

**Supervision Received:**

Works under the general supervision of the secretary/treasurer, Head of Personnel Committee, Mayor or Borough Council approval.

**Typical Duties Performed:**

The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Secretary/Treasurer, Head of Personnel Committee, Mayor or Borough Council approval. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

**Reception and Customer Service:**

**Provides customer service effectively to citizens of the Borough of Prospect and other constituents.**

Receives requests, complaints and information from the public and transmits to staff and/or council to process as needed. Handles these duties when required.

As required, answers borough phones, keeping a log, and providing information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to Borough staff or officials, using mail, e-mail, phones and fax coordination.

needs to be  
proficient in Quickbooks

**Accounting/Finance:**

Assists the Secretary/Treasurer in processing bills for payment and maintain financial records.

Monitors cash flow to ensure sufficient funds are available.

Tracks assessments paid and verifies and coordinates record keeping with the county, if applicable.

Prepares accounts payable and receivable transactions for posting, verifies account information, provides accounts payable list for Prospect Borough Council approval, generates checks for bill payments and signs checks.

Maintains and processes payroll for Prospect Borough employees.

Reconciles Prospect Borough checking account and makes deposits to the bank. Deposits and transfers money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced.

Maintains record of pledged collateral by Official Depositories to meet Statute requirements. Contacts depository as necessary to adjust amount.

Works with Bond Consul and provides information necessary for bond issues.

Responsible for certifying assessments, special charges, and tax levies to the County Auditor, if applicable.

Maintains duplicate files of permits issued by Building Inspector, oversees collection of sewer and water permit fees before installation of services.

Generates financial statements and cash balance fund reports for the borough council.

Works with auditors at year end. Generates reports and presents all financial data as required for the audit.

Coordinates the information flow between the Prospect Council and Prospect Borough staff and assists borough departments and council members as needed.

Oversees the billing, receipt and recording of utility bills.

**Administrative Duties: Assists the Secretary/Treasurer in and:**

Maintains the public trust by keeping information confidential as appropriate.

Attends regular and special Prospect Council meetings and records council actions (minutes), prepares agendas and monthly reports for meetings; organizes and maintains records or minutes, ordinances and resolutions.

Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions and ordinances on behalf of the Prospect Borough Council and Borough.

Should be familiar with all borough procedures and projects in order to determine urgency of correspondence and phone calls directing them to the appropriate persons.

Conducts the necessary research and provides support materials to aid council in making informed decisions. Carries out assignments or directives on the approval of the Prospect Borough Council.

Arranges and publishes notices of meeting and ordinances as required by law. Provides certified copies of proceeding and records of the borough upon request.

Attests the validity of Prospect Borough Council President, Vice-President, and the Mayor's signatures on official documents wherever required and maintains responsibility for the Borough Seal.

Does filing, labeling, copying and mailings as needed. Sorts and distributes mail, faxes and e-mail.

Oversees and processes application for various licenses and permits.

Assists in researching grants and completing grant and loan applications, administers grant money that is received and prepares related reports.

Monitors all contracts entered into by Prospect Borough. Assures that a desired level of service is provided to the borough.

Responsible for overseeing that Fire Department reports get completed, regarding insurances.

Prepares a variety of reports and files with appropriate state, federal and county offices.

Acts as liaison with state and county agencies, borough attorney, engineering firm and auditor.

Responsible for assuring compliance with federal and state mandates, (ADA, ADAIR, OSHA, RIGHT TO KNOW, RECORDS, RETENTIN, DATA PRIVACY)

Purchases office supplies, equipment as needed upon approval of Borough Council.

**Knowledge, Skills and Abilities:**

Considerable knowledge of municipal financial management including investments of funds, accounting, payroll and billing practices and financial record keeping.

Considerable knowledge of Borough Code ordinances, resolutions and policies.

Considerable knowledge of laws, rules, and regulations affecting borough government.

Considerable ability to perform mathematical calculations and maintain accurate and complete records and files.

Considerable ability to communicate effectively both orally and in writing with borough staff, state and county officials, elected officials and the public.

Considerable ability at self-supervision to prioritize work, research and solve problems.

Considerable ability to prepare a variety of financial reports.

Considerable ability to read, write, and understand English.

Ability to represent the borough in a professional, courteous and efficient manner.

Skill in operating office equipment, including operation of an automated accounted system with speed and accuracy, considerable computing and word processing skills to schedule and perform computer data backup with on and offsite storage.

Considerable ability to account for and handle money.

Ability to compose correspondence, minutes, reports, and other writing materials.

Ability to handle public contact with friendliness, responsiveness, and tact.

Must be detail oriented, adaptable, flexible and a quick learner.

**Position Requirements:****Education:**

College graduate with a bachelor's degree, technical college degree or the equivalent with similar years of experience in accounting, finance, or a related field preferred.

Course work in computer systems and software applications.

**Experience:**

Minimum of five (5) years of progressively responsible financial management experience including at least two (2) years of experience using an automated system. Must possess

an ability to communicate effectively both orally and in writing. Experience in office organization also desirable. Prior supervisory experience also desirable.

**Office Equipment:**

Experience in the operation of fax, copy machine, computer, scanner, printer, telephone, calculator, and tape recorder. Have the ability to stay current with applicable computer software and upgrades.

**Training:**

Must be willing to attend training classes to further borough work.