**Sandy Township Supervisors**

P.O. BOX 267 • DUBOIS, PA 15801 • PHONE (814) 371-4220 • E-MAIL info@sandytownship.net

**Job Description: SANDY TOWNSHIP SECRETARY / TREASURER**

1. **Nature of Work**

The Township Secretary / Treasurer Performs administrative work conducting the daily business activities of the Township including financial management functions. Has official responsibility for accounting for all receipts and disbursements in regard to Township funds, assists in budget development, and prepares a variety of financial records and is responsible for payroll. The Secretary / Treasurer is responsible for confidential and time sensitive material, must be able to write / send emails and letters on behalf of the Township, distribute correspondence, keep detailed and accurate records of Township business. The Secretary / Treasurer serves as backup to the Administrative Assistant should he/she be unable to perform his/her required duties. The employee must be able to multitask, meet deadlines and conduct themselves in a professional manner. Work is performed under the general supervision of the Township Manager.

The Secretary/Treasurer is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

1. **Essential Job Functions**
* Prepares and maintains detailed financial records and files.
* Perform the primary accounting functions for the Township
* Attends Board of Supervisors Meetings, and records actions (minutes); prepares minutes for approval
* Responsible for filing of vehicle titles, new and replaced
* Responsible for keeping files up to date for bid and performance bonds
* Transcribe pension meeting minutes and distributing them to the Pension Committee
* Assists Manager in Budget process
* Assists in annual audit preparation as well as any correspondences or file updates needed to help auditors and staff.
* Prepare Accounts Receivable for Retirees and others
* Assists Manager with annual Insurance RFP process including updating of files for vehicles, property, and equipment as well as any other RFP’s needed.
* Prepares all Liquid Fuels Forms and Tax Information Forms
* Prepares and file quarterly Tax Reports
* Processes and maintains all Township payroll deposits, liability and payroll expenditures, payroll transfers, and record-keeping.
* Analyzes payroll time sheets and records and the organization of this data for input into the computer
* Input payroll-related data into the computer, such as rates of pay, hours worked, overtime hours, sick days used, etc.
* Prepares regular payroll checks / direct deposits for employees on a biweekly basis,
* Prepares special payrolls i.e. longevity/sick day buy back, uniform allowances, etc.
* Prepares payroll-related reports including registers, deduction reports, account distribution reports, etc.
* Prepares transfers into the various payroll and payroll liability accounts
* Prepares and remittance payroll liability amounts and reports on a timely basis, including all taxes, pension deductions, deferred compensation deductions, union  dues, credit union, etc., and file the same.
* Maintains confidential payroll and personnel records
* Processes retirement, disability, and other employee benefits and calculations.
* Prepares hospitalization billings to eligible retirees.
* Prepares payroll reports and or individual reports, in regard to employee pay, sick leave usage, and other personnel information, as requested.
* Prepares payroll reports for internal use, Supervisors, other governmental agencies, actuaries, auditors, etc., as required.
* Prepares deposits for grant reimbursements and other miscellaneous payroll revenues.
* Sorts and distributes mail
* Assists in the preparation and distributes agendas and packets for the Municipal Authority and Board of Supervisors
* Prepares and submits information to Pension Administrator for employees who retire, resign, or are deceased
* Prepares and submits information to life insurance company for employees/retirees at time of death
* Performs duties of Administrative Assistant in his/her absence
* Performs all Notary requirements
* Maintains and files records in accordance with the records retention policy
* Monitors cash flow to ensure sufficient funds are available.  Monitors expenditures and receipts.  Moves funds as directed by the manager or supervisors.
* Prepares deposit slips and deposits in bank
* Deposits and transfers money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced
* Balances all accounts and completes bank reconciliation in software program at the end of each month
* Updates and maintains employee personal information for Payroll, 457 retirement plans, life insurance, health insurance, and long and short-term disability
* Assists with sewer and water billing, collections, and shut-off.
* For New Hires - conducts all paperwork, enters information into payroll system, adds to all insurances.
* Works with auditors. Generates reports and presents all financial data as required for each audit.
* Prepares monthly financial statement
* Orders all supplies for all Departments including deposit and withdrawal slips for bank accounts, envelopes, office supplies, and checks for 9 checking accounts
* Prepares 1099’s, and files end of year paperwork.
* Perform other duties and responsibilities as assigned by the Manager
1. **Required Minimum Training and Background**

Thorough knowledge of the principles and practices of accounting and budgeting as applied to municipal government; general knowledge of the principles, underlying general laws and administrative policies governing municipal financial practices and procedures; experience with payroll; thorough knowledge of office practices and of standard office and accounting equipment; general knowledge of audit practices; general knowledge of purchasing practices; ability to establish and maintain effective working relationships with other employees, department heads and elected officials; ability to prepare complex financial reports; ability to analyze and evaluate complex financial systems; ability to communicate effectively, both orally and in writing. Ability to type accurately and at a reasonable rate of speed; ability to follow oral and written instructions; skill in the operation of standard office equipment as well as proficiency in Microsoft Word and Excel as well as proprietary software established for completion of all payroll functions. Must be able to multi-task in a fast-paced environment.

1. **Special Requirements**
* Willing to travel if needed for training, seminars, conferences, etc.
* Possess a current and valid Pennsylvania Motor Vehicle Driver’s License
* Ability to be bonded in the amount of at least $700,000.
* Must possess and maintain a license as a Pennsylvania Notary Public
1. **Necessary Knowledge, Skills and Abilities**
* Accounting / Bookkeeping and Payroll experience
* Experience working in a professional office
* Proficient computer experience including word processing, data entry and Windows.
* Ability to communicate effectively orally and in writing.
* Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public.
* Ability to receive verbal and written instructions.
* Ability to write, read, and speak the English language fluently
1. **Selection Guidelines**

Formal application, review of education and experience, oral interview, background investigation including criminal history, credit history, drug test, final selection.

1. **Probationary Period**

Any person hired as the Township Secretary / Treasurer shall be subject to a six-month probationary period. The Township Manager shall evaluate the adjustment, performance, and conduct to determine whether such probationer is fully qualified for permanent position at the end of the probationary period.