

Finance/Administrative Assistant

Position Summary

Under the supervision of the Township Manager, this position performs a variety of accounting and general administrative tasks, including maintaining journals and ledgers; assisting in examining, preparing, and maintaining accounting and financial records; preparing and administering Payroll and Accounts Payable functions; and preparing and processing any Township invoices.

Desired Minimum Qualifications and Abilities

- An Associate's degree, or the equivalent in accounting, business administration, or a related field.
- Two years of basic accounting experience, preferably in a municipality
- Intermediate level of proficiency of spreadsheet skills, with the ability to independently create and maintain spreadsheets, graphs, and charts
- Must be bondable
- Understanding of laws, ordinances, and related legislation pertaining to the administration of payroll and employee benefits.
- Working knowledge of BS&A software preferred
- Ability to communicate effectively with citizens and vendors, as well as other Township employees and officials at all levels.
- Strong attention to detail, especially with regard to handling of Township funds
- Exemplary personal conduct with a focus on ethical behavior and a strong understanding of the concept of stewardship with regard to Township resources.
- Ability to meet deadlines, concentrate, pay close attention to details, and interpret, comprehend, and follow written and verbal instructions as required. Also requires the ability to organize work effectively and to complete work on a scheduled and timely basis in an environment where interruptions may occur frequently.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, residents, and other professional contacts.

Essential Job Functions: An employee may be required to perform any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform all essential functions satisfactorily.

- Processes vendor invoices and maintains corresponding Accounts Payable records. Assign account numbers to invoices for accounting distribution and enter them into the computer-based accounting system. Processes Accounts Payable reports and prepares the warrant report for Board of Trustees approval. Prepare checks for payment and forward them to the Township Clerk and Treasurer for signature. Prepare checks for mailing and file paid invoices.
- Prepares payroll for Township employees, Board, and Commission members following the established payroll calendar. Prepares quarter payroll for paid-on-call fire department employees. Also prepares monthly, quarterly, and annual payroll tax reports and statements.
- Maintains employee personnel records, including benefits data, and records of paid time off. Assists in processing and manages all new employee enrollment related to tax and benefit purposes, including compliance with I-9 requirements and pre-employment background checks, examinations, and tests.
- Serves as front-line point of contact to residents at Township offices. Assists customers face-to-face, via telephone, and electronic communications.
- Coordinates with Zoning Administrator for the payment and issuance of building permits.
- Calculates water and sewer connection fees for residents and other applicable Township staff
- Assists the Clerk and staff in registering voters and issuing absentee ballots
- Processes monthly retirement plan contributions and updates plan records for new employee participants and terminations. Prepares corresponding year-end retirement plan reports.

- Files vendor/supplier purchase orders. Prepares periodic accounting and special reports, including workers' compensation audit information and revenue and expenditures reports.
- Responsible for cash receipting for various forms of payments received by the Township.
- Maintains a good working knowledge of the chart of accounts and assists Township Personnel and Elected Officials with informational requests such as historical expenditures, transactional detail, and general budget questions.
- Supports Treasurer, Clerk, and Manager in preparing special reports and Township accounting records for annual audit. Meets with auditors and answers questions during audit.
- Assists the Township Manager and elected officials in the preparation of the Township's annual fiscal budget.
- Provide general administrative tasks to support Township office operations.
- Performs other special projects as requested by the Township Manager.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- While performing the duties of this job, the employee regularly works in an office setting.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 25 pounds