

Troy Borough, Bradford County Pa. (Append to Resumé) Page 1 of 2 Sections A - D

Administrative Assistant/Bookkeeper

STATUS: Full Time Non-exempt

A. POSITION SUMMARY: This position performs skilled bookkeeping duties including utility billing, payroll calculations, accounts payable and receivable. Assists in managing the overall operations of the Borough on a day-to-day basis. Serves as the Borough's primary receptionist and provides routine information to the public.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the utility billing operations including: entering meter readings, billing and collection of accounts and following up on delinquent accounts
2. Responsible for payroll calculations and submissions to payroll company, tracking employee leave
3. Responsible for accounts payable and accounts receivable including manual invoicing
4. Responsible for bank deposits, month end reconciliation, and transfer to accounting office
5. Assists with annual audits
6. Obtains, processes, and distributes incoming mail
7. Assists Borough Manager with year-end reports
8. Prepares and submits various government reports, general, water and wastewater related
9. Assists with zoning permit applications, prepares and mails permits
10. Assists in the preparation and distribution of agendas and meeting packets
11. Assists in the maintenance of permanent records, including minutes, ordinances, resolutions and Borough code
12. Maintains filing system
13. Issues Borough permits as provided by Borough ordinance (garage sale, tree felling, etc.)
14. Schedules and coordinates appointments for employee drug testing
15. Orders office equipment and supplies, documents inventory, and verifies invoiced amounts
16. Assists with updating of Borough's website and phone messaging system
17. Maintains Borough personnel files
18. Maintains and keeps records of Worker Compensation claims for Borough employees
19. Provides clerical assistance to Borough Manager and other Borough staff
20. Provides routine information, explanations, and assistance to the public and other employees
21. Maintains calendars and schedules
22. Other Duties as assigned

C. KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of basic accounting and bookkeeping practices and procedures
2. Knowledge of municipal financial management including payroll and billing practices and financial record keeping
3. Knowledge of basic municipal operations, Borough policies, procedures, and ordinances
4. Knowledge of record management and record retention
5. Knowledge of data privacy as it relates to the release of Borough data
6. Skill and proficiency in the operation of office equipment including the operation of a computer, copier, telephone system, typewriter, calculator, and fax machine
7. Skill and proficiency in using word processing, spreadsheet, accounting, and other software applications
8. Ability to perform mathematical calculations
9. Ability to perform general clerical work requiring a high degree of concentration, organization, and judgment in interpreting practices and procedures to solve problems
10. Ability to deal confidently and effectively with members of the public with a high degree of tact, courtesy, confidentiality and sound judgment, both in person and on the telephone
11. Ability to prepare correspondence, reports, minutes, and other written materials
12. Ability to make minor decisions in accordance with established policies and procedures
13. Ability to work independently and plan, organize, and prioritize work tasks
14. Ability to prepare work results with 100% completeness and accuracy
15. Ability to handle written or verbal confidential information with discretion
16. Ability to handle interruptions and ability to handle multiple ongoing tasks while completing work in a timely manner

D. MINIMUM REQUIREMENTS

1. High school diploma or equivalent
2. One year of advanced secretarial / accounting training from a business college or vocational institution or three years work experience in an office or financial setting
3. One year of computer experience, preferably Microsoft Office and/or accounting software
4. Must be Bondable.

Acknowledgment:

I _____ have received and reviewed **Pages 1 and 2 Sections A – D** of Troy Borough
(Print)

Administrative Assistant Application.

Signature: _____