

# LEMOYNE BOROUGH JOB DESCRIPTION

## **TITLE: Assistant Treasurer**

### **GENERAL SUMMARY:**

The Assistant Treasurer provides support in the overall administration of official municipal business and Borough finances. This employee has significant financial accounting responsibilities to include accounts payable, accounts receivable, cashiering, filing liens and assisting residents with payment plans as necessary. This employee is also responsible for the safe-keeping of all cash, checks, and other forms of payment made to the Borough.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist in all aspects of the sewer system to include maintenance of accurate customer accounts, establishment of payment plans for Borough residents and pursuing collection of delinquent accounts.
2. Responsible for Accounts Payable, Accounts Receivable, and Cashiering functions.
3. General financial responsibilities include timely deposits of funds, creating journal entries as necessary, and ensuring accuracy of the general ledger.
4. Maintaining all funds and corresponding bank accounts and reconciling monthly statements.
5. Process bills and run checks for Council approval as needed.
6. Assist with required financial reports for Council, local, state and federal governments and prepare statistical summaries/reports as required.
7. In coordination with the Borough Manager, process bi-monthly payroll; prepare and remit payments for payroll deductions and taxes and file quarterly and annual reports.
8. Assist with annual budget and audit preparation.
9. Provide back-up training to Executive Assistant and Clerk to ensure continuity of operations.
10. Oversee Purchase Card program, sewer bill relief policy, and cell phone program for Borough employees.
11. Maintain a professional appearance and manner at all times when in the office or representing the Borough at official functions/meetings.
12. Perform other duties as required.

## **JOB SPECIFICATIONS:**

### Education/Employment/Licensing:

- Minimum five (5) years' experience with cash management, financial and accounting responsibilities.
- High School Diploma or equivalent.
- Associate Degree in accounting and financial management; Bachelor's Degree preferred.
- Must be bondable.

### Knowledge:

- Knowledge of accounting theory, principles and practices.
- Knowledge of basic math accompanied by the ability to add, subtract, multiply, divide accurately.
- Proficient with Microsoft Office Suite.

### Abilities:

- Ability to use accounting software and to learn new systems as required.
- Ability to operate basic office machines/equipment.
- Ability to communicate effectively in English, both in written and oral form.
- Ability to clearly explain policies and procedures and to communicate with other employees, agencies and the general public with courtesy, tact and good judgment.
- Ability to prioritize workload and deadlines to assure timely and efficient completion of assignments.
- Must maintain confidentiality of protected information.

### Working Conditions:

- Work is performed in a normal office environment during regular business hours; however, attendance at occasional evening meetings may be required.
- Must be able to sit at a desk or in a chair for up to four (4) hours at a time and occasionally lift up to 25 pounds.

## **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Borough Manager

STATUS: Exempt

DATE: November 19, 2020