

KNOX BOROUGH
SECRETARY/TREASURER

JOB DESCRIPTION

SECRETARY/TREASURER:

DEFINITION: Responsible for the maintenance of Borough records, seeing that Borough business is properly transacted and seeing that the problems and questions of citizens are attended to or brought to the Councilor's attention. Work is performed independently with decisions being made in accordance with established rules and policies. Work is reviewed by the Borough Council through written and oral reports of actions taken.

JOB RESPONSIBILITIES:

- Prepare agenda for Council meetings, attend meetings to record minutes and provide procedural advice.
- Inform Council of correspondence received and provide procedural advice.
- Maintain files
- Assist citizens by informing them of Borough rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.
- Pay bills and other obligations upon approval of the Council, scheduling payments to the Council's advantage by observing due dates, discount periods, and maturity dates of invested funds.
- Assist council and solicitor in preparation of legislative actions by typing, checking, advertising and recording the action as required by law.
- Perform bookkeeping functions and accounts for Borough funds.
- Prepare payroll and maintain personnel records for Borough employees.
- Issue assessment permits along with collection of fees
- Maintain other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
- Write and respond to letters.
- Sign all checks.

- Prepare Treasurer's reports and financial statements
- Record all ordinances, resolutions, etc.
- Process insurance claims
- Preparation of budget
- Manage short term investments of Borough funds
- Prepare and fill all required forms and reports required by state and federal government and insurance carriers.
- Communicate with Borough engineer and solicitor
- Other miscellaneous duties as may be required by the council
- In absence of Tax Assessor, maintain a correct and current Borough Tax Duplicate
- Maintain a current and accurate list of all properties connected to the Water/Sewer system.
- Prepare and mail Water/Sewer bills
- Maintain a record of all Water/Sewer bills paid
- Apply penalty and interest to any unpaid bills and take appropriate action for collection of any delinquent bills.
- Supervise maintenance of supplies and materials for the office
- Monitoring pension plan updates
- Preparation of W-2 forms for all Borough employees
- Monitor receipts and disbursements for all checking accounts plus the balancing of each account monthly
- Monitor savings accounts
- Preparation of year end audit
- Provide house numbers to Borough residents

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office methods and procedures.
- Ability to learn and apply a variety of laws, ordinances, rules requirements and procedures applicable to Borough business.
- Skill in use of typewriter and word processor/computer.
- Ability to understand and carry out written and oral instructions.
- Ability to communicate effectively, orally, and in writing.
- Ability to work effectively with Borough officials, other government officials, business associates and the public.
- Ability to perform mathematical computations necessary to keep fiscal records.
- Knowledge of Borough Codes and Ordinances