



## Job Description

**Position:** Treasurer/Assistant Secretary

**Reports to:** Board of Supervisors

**Purpose:** The Treasurer/Assistant Secretary is responsible for receiving and processing all incoming payments to the Township and ensuring diligent and accurate records of all revenue and disbursements are maintained. This individual will also serve as part of the Township Municipal Authority and Planning Commission, ensuring that all meeting minutes and agendas are recorded and maintained accurately.

### Essential Functions:

#### Treasurer:

- Receive and process all money due to Conewago Township and deposit in appropriate checking accounts.
- Prepare monthly Treasurers' Reports for the Board of Supervisors. Maintain accurate and organized records of all reports
- Assist in preparing the yearly budget.
- Assist in receiving and sorting incoming mail.
- Respond to resident and vendor inquiries regarding various coding questions or concerns.
- Complete Liquid Fuels records: prepare the yearly report of money spend and received in this account.
- Complete various administrative duties as requested by the Secretary, to include filing; answering phones; completing reports and minutes.
- Post and maintain files of all OLDS (On Lot Disposal System) pumping reports: distribute notices to residents when their system needs to be pumped.
- Serve as a knowledgeable resource and serve as the back-up to the Township Secretary as needed.
- All other duties as assigned.

#### Conewago Municipal Authority

- Generate the agenda for all meetings based on input from preparer(s).
- Attend, record and type the minutes for all meetings.
- Ensure the DTMA checks are deposited into the Authority's account prior to the first of each month.
- Complete PennVest transactions in a timely fashion.
- Maintain all Authority records for auditor review.
- Prepare the Authority's Budget for DTMA Phase II.

#### Planning Commission:

- Serve as Secretary for monthly Planning Commission meetings, responsibilities of which include preparing the agenda, recording the minutes, notifying members of meeting cancellations, and maintaining all minutes and Agendas.
- Receive all Subdivision and Land Development Plans and distribute to Planning Commission members as well as Tri-County Planning Commission for review.



### Miscellaneous

- Calculate payroll hours and complete payroll reports as necessary.
- Enter payroll data in QuickBooks.
- Receive, review and distribute zoning permit applications.
- Update and maintain the Conewago Township website and Facebook page, providing content as needed.

**Decision Making:** May act within the established guidelines and policies of the company.

### Core Competencies:

- Quality of Work
- Accountability/Responsibility
- Flexibility
- Cooperation & Teamwork
- Customer Service (Internal & External)
- Dependability

**Education:** Associate degree (A.A.) or equivalent from two-year college or technical school; or one to two years' related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Skills:** Intermediate Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Skills:** Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Environment:** Functions in a temperature-controlled office environment a majority of the time. Work requires the ability to sit and stand throughout an extended workday (8-10 hours); position requires use of fingers, hands and arms on a consistent basis for keyboarding and phone work; position requires the ability to talk and hear; position may need to lift up to 25 pounds on occasion. The standard office environment has moderate noise levels associated with computer equipment, customers, and phone conversations.