



Job Description

General Definition of Work

The Finance Assistant acts as a staff assistant to the Finance Administrator, performing a wide variety of administrative support functions, tasks, and projects.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The Finance Assistant will interact frequently with the public and other employees. The requirements listed below are representative of the knowledge, skill, and/or ability required. The individual will have limited latitude for independent decision-making, such as in interpreting and applying procedures, and often will perform some or portions of essential duties at the request of and under the direction or supervision of the Finance Administrator or designee. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential duties.

Essential Duties

- Performs a wide variety of administrative duties as required by daily operations in the Township.
- Responds directly to requests, comments, and correspondence when appropriate; route issues to the appropriate township staff member or department when required for follow-up.
- Helps in processing park pavilion rentals, special events, and field rental applications.
- Assists the Finance Administrator with processing payroll, accounts payable and receivable, and other financial transactions such as invoices.
- Manages office supply inventory (Administration and Public Works); ensures all departments provide quotes for purchases per policy.
- Prepares and assists in the development of newsletters and other informational materials about Township programs and services; assists with maintaining municipal website.
- Acts as the Recycling Coordinator and follows the provisions within the Municipal Waste Planning Recycling and Waste Reduction Act (**Act 101**).
- Serve as overseer of the Township's municipal records retention and disposition schedule in accordance with the Pennsylvania Municipal Records Manual.
- Serves as the Right-to-Know Officer.
- Assists in all related clerical and administrative work as directed. Carries out Office Support duties when staffing is needed.
- Responsible for set-up and tear-down of meeting rooms following use.
- Responds in a timely and courteous manner to phone calls, e-mails, and walk-in visitors.
- Contributes to the efficiency and effectiveness of administrative service to the elected officials and Spring Garden Township constituents by offering suggestions and directing or participating as an active member of a team.
- Represents Spring Garden Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Performs other duties as assigned.

Distinct Duties

- Provides bookkeeping assistance to Finance Administrator, and provides administrative assistance to the Township Manager, as requested.
- Daily monitors all receivables; prepares deposit packets; journals deposits in accounting software; and, presents these items to Finance Administrator for confirmation.
- Serves as Recycling Coordinator, oversees record retention, and manages Payments in Lieu of Taxes programming.
- Communicates monthly with alternate Right-to-Know officer regarding requests.

- Under the direction of the Finance Administrator, administers the sanitary sewer billing (tracking delinquents and payments plans where necessary, recommendation for service shut-off, filing liens, etc.).
- Prepares biannual newsletter for the Township.
- File organization (electronic and paper) of financial transactions (AP/AR).
- Preparation of invoices; ensures all invoices are paid timely and enforcement actions are taken as necessary.
- Customer service back-up (reception and telephones).

Required Knowledge and Skills

Knowledge of:

- Applicable confidentiality and relevant record retention requirements.
- Principles and practices of effective customer service.
- Ability to work professionally with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person or over the telephone.
- Spring Garden Township rules and regulations.
- Familiarity with Microsoft Office applications (Word, Excel, Outlook, etc.).
- Proper English usage, grammar, punctuation, vocabulary, and spelling.

Skill in:

- Ability to provide varied, responsible, and confidential administrative and financial support to Township staff; perform daily operations in an efficient, well-organized, confidential, and courteous manner; interpret, apply, explain, and reach sound decisions in accordance with policies and procedures; use tact, discretion, initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence independently or from brief instructions; accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public; recommend solutions and adopt effective courses of action; plan, organize, and schedule priorities in the office; and, communicate effectively verbally and in writing.

Education and Experience

- High school diploma.
- Minimum three years of experience in a bookkeeping position, or related field, with customer service responsibilities.

Work Environment

- The noise level in the work environment is usually quiet; it can be quite hectic and require an ability to perform multiple tasks, adhere to deadlines, and maintain considerable tact when dealing with others, regardless of their treatment of you.

Physical Requirements

- Work daily requires using hands to type, finger, handle and feel, as well as repetitive motions, sitting, standing, walking, speaking and hearing in person and on the telephone, and reaching with hands and arms. Work frequently requires driving, and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing, pulling, lifting, reaching, and grasping.
- Specific vision abilities required include close vision for reading on paper and on a computer screen, and ability to focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word decibels.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The Finance Assistant shall be appointed by and serve at the pleasure of the Board of Commissioners.