

DEPARTMENT: ADMINISTRATION

JOB TITLE: DEPUTY TREASURER

IMMEDIATE SUPERVISOR: TREASURER

PRIMARY FUNCTION:

This is a part-time, non-exempt position that performs professional financial and administrative work in processing financial activities of the Municipality. Work is performed under the general supervision of the Treasurer. This is an at-will position. This is a skilled accounting position that assists the Township Treasurer in day to day bookkeeping, filing and accounting.

This is sedentary work requiring exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, manual dexterity, including repetitious numeric keypad typing, grasping and repetitive motions; 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 levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to adverse environmental conditions, to visit sites, operations or perform inventories and related tasks.

WORK PERFORMED

1. Serves as the Deputy Township Treasurer.
2. Assist in the financial accounting system of the Municipality, including collections, payroll and financial record-keeping; processing accounts payable and purchasing function, preparation of financial reports and maintenance of financial records.
3. Assists in the maintenance of a modified accrual system of accounting showing assets, liabilities, resources and cost of operations to facilitate accurate current understanding of financial status and preparation of budgets, reports and tax
4. Assists in the preparation and monitoring of the annual municipal budget, submitting recommendations to the Treasurer and Township Manager.
5. Conducts all of the general accounting functions of the Municipality.
6. Assists with all general accounting and financial reporting functions of the Township including budgets and budget controls, payroll, accounts payable,

revenue distribution, accounts receivable, insurance policies, bank reconciliations, accounting regulations, classification of financial transactions and availability of funds.

7. Assists Treasurer and other departments with the development and implementation of financial procedures.
8. Helps to maintain the financial and accounting systems for the Municipality.
9. Helps to prepare financial statements and related reports, as necessary.
10. Aids in the accurate payment of the Municipality's purchasing activities.
11. Conducts customary and general bookkeeping
12. Participates in the preparation, implementation and monitoring the operating and capital budgets.
13. Aids in the filing of various Township reports, including on-line state report filings such as liquid fuels, DCED reports and other state mandated reporting compliance.
14. Participates in the collection of all funds due the Township;
15. Maintains up-to-date, working knowledge of Generally Accepted Accounting Principles.
16. Attends appropriate seminars and learning opportunities to stay current on all GFOA mandates and other changes that will impact the Township
17. Interacts with Township officials and employees, actuaries, insurance consultants and outside auditors to provide financial assistance
18. Performs related tasks as required.

REQUIRED TRAINING, EXPERIENCE AND SKILLS

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or business administration and extensive experience in public finance administration, including some supervisory experience.

Associate's Degree in Finance, Accounting, Public or Business Administration or similar fields. Certified Public Accountant's license a plus.

Minimum 3 years of professional accounting experience involving fiscal activities in a governmental, private or non-profit, or combination of education and experience

Knowledge of basic accounting principles and standards, payroll, accounts payable and receivable.

Any equivalent experience and training that provides the required knowledge, skills and abilities

Able to be bonded at level established by the Board of Supervisors

Basic knowledge of the principles and practices of accounting and budgeting in government.

Thorough knowledge of Generally Accepted Accounting Principles.

Knowledge and understanding of Governmental Fund accounting

Knowledge of modern approved governmental fiscal and related

Knowledge of Microsoft Office software such as Word, Excel and Outlook for report writing, spreadsheet manipulation, database, and electronic communication

Knowledge of the principles and practices of a common purchasing system.

Ability to prepare accurate, informative and timely financial reports.

Ability to establish and maintain effective working relationships with other employees, department heads and government officials and the public.

Ability to communicate technical ideas effectively, both orally and in writing.

Flexibility to handle multiple Township projects and assignments simultaneously.

ACKNOWLEDGEMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager _____ Date _____

Incumbent _____ Date _____