

**POSITION
DESCRIPTION**

Job Title: Borough Treasurer

Department: Administration

Immediate Supervisor: Borough Manager/Secretary

Position Objective:

This is a complex administrative and accounting position which provides accounts payable, accounts receivable, payroll, record keeping, and reporting functions including the processing of documents and information and the collection, disbursement, and accounting of all Borough revenues and expenditures. Work is performed in accordance with established municipal finance procedures, local ordinances, and Pennsylvania statutes governing the responsibilities of local government financial operations and under the general supervision of the Borough Manager/Secretary.

Essential Duties and Responsibilities:

Receives, counts, records, and deposits to the bank on a daily basis all monies paid to Denver Borough and records with accuracy to the correct ledger account all revenues received according to the current year's budget.

Receives all invoices, budgeted donations, and transfers and process with accuracy all payments needed to keep Denver Borough vendor accounts paid in full.

Reconciles monthly bank statements for all funds and accounts.

Invests excess Borough funds in short-term investments to maximize interest earned while maintaining liquidity.

Issues PA Tax Exempt forms as needed to avoid paying any unnecessary sales tax.

Creates and maintains all expenditure ledger accounts to be used in the annual budget and confirms that each ledger account is posting to the Revenue and Expenditure Report correctly.

Prepares and maintains financial journals and ledgers of receipts and disbursements, posting entries from source documents to appropriate accounts in keeping with accounting requirements.

Prepares periodic utility, financial, statistical, or operational reports as assigned, including monthly invoices and bills report and monthly Revenues and Expenditures Reports to the Borough Manager/Secretary and Borough Council.

Organizes and prepares a wide variety of periodic financial reports required by various agencies, including reports for the auditor, quarterly payroll tax reports, and year end utility reports.

Coordinates billings, collections, and record keeping relating to water, sewer, and all other miscellaneous billings.

Provides information to the public necessary to properly execute forms to obtain licenses, permits, and similar documents.

Prepares and file various forms and reports to other agencies including PennDOT Liquid Fuels Reports, IRS, and the PA Auditor General.

Organizes, maintains, and stores all municipal financial records as required by law for the required number of years while maintaining easy access to files/records as needed.

Prepares and verifies all bi-weekly payroll time sheets submitted by the Borough Manager/Secretary and coordinates the submission of this information with the third party payroll processing company.

Maintains personnel files on full-time and part-time employees including hours worked, salary or hourly pay rates, exemption status, and insurance status and maintains records of employee time worked, vacation, sick leave, personal, and compensatory time keeping management and employees informed of their status.

Calculates and pays electronically the required state, federal, and local taxes, medical co-payments, pension contributions, and union dues/401K payments including the completion and filing of required forms.

Prepares bi-weekly, monthly, quarterly, and annual payroll reports.

Prepares and issues W-2 forms to each employee by January 31st and issue 1099R forms to all vendors providing services to the Borough in excess of \$600.00 annually.

Submits all W-2 and 1099R records to the IRS by the required due date.

Prepares and coordinates information with the pension plan representative to meet all filing requirements for Act 44, Act 205, MMO, and annual compensation reports.

Assist the Borough Manager/Secretary in preparing the annual operating budget by gathering required information and providing an analysis of line item history.

Creates new line items, revise line-item descriptions, and delete unused ledger accounts, as directed, to maintain a concise budget report.

Prepares and serves as the point person in the annual municipal audit, the Municipal Pension Audit, the Workers Compensation Audit, and the Liquid Fuels Audit.

Provides all reports, documents, and information requested by the auditors to secure an audit for the Borough without any findings.

Completes any and all journal entry adjustments and provide corrected and final Financial Reports/Statements annually to finalize the various audits.

Monitors all service accounts for quality performance to reduce costs and improve the quality of service.

Greets the public and answers questions or complaints relating to Borough services and programs; distributes information on Borough programs and services; and communicates information for Borough staff and Borough Council.

Demonstrates a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality and seamless customer service.

At the direction of the Borough Manager/Secretary, attends Borough Council and other meetings.

Required Knowledge, Skills, Abilities:

- Working knowledge of municipal accounting theory, principles, and practices on a Modified Cash Basis.
- Knowledge of internal control procedures and management information systems.
- Knowledge of public finance and fiscal planning.
- Knowledge of payroll and accounts payable functions.
- Knowledge of the terminology used in preparing and analyzing accounting and financial statements.
- Skill in organizing, assembling, and preparing various administrative and financial records and reports.
- Proficiency with Microsoft Office and the ability to utilize the customized General Ledger, Accounts Payable, Cashiering, and Payroll software programs used by Denver Borough.
- Ability to communicate effectively, both orally and in writing, with the public, representatives of banks and other financial institutions, officials of state and federal agencies, elected officials, the Borough Manager/Secretary, and support staff in order to maintain an efficient and productive office environment.
- Ability to work independently, meet deadlines, multi-task, and solve problems with minimal supervision.

Education And Experience:

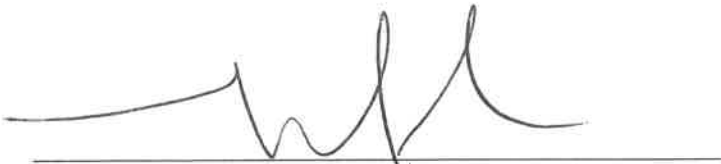
A Bachelor's Degree in Accounting, Finance, Business, or related field and two (2) years of experience in public finance administration, or, any combination of equivalent education and experience.

Supervision of Others: None.

Essential Physical Requirements:

The physical demands are those encountered while performing the listed essential functions. The employee is regularly required to sit; use hands to finger, handle, feel or operate objects, tools or keyboards; hear and read; and speak clearly, intelligibly, and understandably. The employee is frequently required to drive a car, stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Denver Borough is a smoke free environment.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above a horizontal line.

Borough Manager/Secretary Signature

The Borough of Denver does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or the provision of services.



BOROUGH OF DENVER

APPLICATION FOR EMPLOYMENT

SOCIAL SECURITY NUMBER _____

DATE OF BIRTH _____

NAME _____

ADDRESS _____

TELEPHONE NO. _____

EMAIL _____

POSITION REQUESTING _____

DATE YOU CAN START ____ / ____ / ____

ARE YOU CURRENTLY EMPLOYED _____

ARE YOU A CITIZEN OF THE UNITED STATES? YES _____ NO _____
IF NO, ARE YOU AUTHORIZED TO WORK IN THE U.S.? YES _____ NO _____

HAVE YOU EVER WORKED FOR DENVER BOROUGH? YES _____ NO _____
IF YES, WHEN? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES _____ NO _____
IF YES, EXPLAIN? _____

EDUCATION

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DEGREE	COURSE OF STUDY
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GRAMMER _____

HIGH SCHOOL _____

COLLEGE _____

TRADE OR
BUS. SCHOOL _____

FORMER EMPLOYERS (Please list below your last three (3) employers starting with your current or most recent employer.)

NAME OF EMPLOYER _____

ADDRESS _____ TELEPHONE NO. _____

FROM ____ / ____ / ____ TO ____ / ____ / ____

SUPERVISOR _____

DUTIES _____

REASON FOR LEAVING _____

NAME OF EMPLOYER _____

ADDRESS _____ TELEPHONE NO. _____

FROM ____ / ____ / ____ TO ____ / ____ / ____

SUPERVISOR _____

DUTIES _____

REASON FOR LEAVING _____

NAME OF EMPLOYER _____

ADDRESS _____ TELEPHONE NO. _____

FROM ____ / ____ / ____ TO ____ / ____ / ____

SUPERVISOR _____

DUTIES _____

REASON FOR LEAVING _____

REFERENCES (Please list three (3) people not related to you.)

NAME	TELEPHONE NO.	YEARS ACQUAINTED
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1. _____

2. _____

3. _____

DENVER BOROUGH IS HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION OF MY PERSONAL REFERENCES AND ANY OTHER RELEVANT DATA, INCLUDING, BUT NOT LIMITED TO FINANCIAL, CREDIT, OR OTHER PERSONAL RECORDS THROUGH ANY SOURCE (INCLUDING, BUT NOT LIMITED TO FRIENDS, NEIGHBORS, POLICE DEPARTMENTS, AND ANY GOVERNMENT UNIT, WHETHER FEDERAL, STATE, OR LOCAL). I UNDERSTAND THAT THE ANSWERS OF THOSE PERSONS CONTACTED BY THE BOROUGH OR ITS REPRESENTATIVES MAY, IF IT SO CHOOSES, REQUEST ADDITIONAL PERSONAL REFERENCES, IF, IN ITS SOLE DISCRETION, DEEMS ADDITIONAL INFORMATION RELEVANT.

OATH OF AFFIRMATION

(THIS OATH MUST BE EXECUTED BY A NOTARY PUBLIC OR OTHER AUTHORIZED OFFICER, BEFORE WHOM THE APPLICANT MUST APPEAR IN PERSON AND AFFIX HIS/HER SIGNATURE.)

Subscribed and duly sworn to before me according to
law by the above named applicant this _____
day of _____, 20____, at _____
County of _____
State of _____

I hereby certify that there are no willful misrepresentations or falsifications of fact in the above statements. I am aware that should investigation disclose such misrepresentation or falsifications, my application will be rejected.

Signature of Notary

Official Title

Signature of Applicant

Date