



**TARENTUM BOROUGH
ALLEGHENY COUNTY, PENNSYLVANIA**



JOB DESCRIPTION

JOB TITLE:	Administrative and Finance Officer
DEPARTMENT:	Borough Manager's Office
STATUS:	Reclassification of Existing Position
TERMS:	1) Full-time Daylight Shift 2) Exempt salary position 3) At-will, non-union employee
SUPERVISION:	Borough Manager
SALARY RANGE:	\$65,000.00 - \$85,000.00 Annually DOQ

SUMMARY OF DUTIES

This employee performs a variety of routine and complex administrative, technical, and professional work by effectively managing the Borough's financial tasks. The individual is responsible for maintaining the Borough's financial accounting system and should possess excellent organizational, computer, and communication skills.

SUPERVISION RECEIVED

Works under both the broad policy guidance and direct supervision of the Borough Manager.

SUPERVISION EXERCISED

Supervision is exercised over subordinates who directly assist the Administrative and Finance Officer. This position assumes the responsibilities of the Borough Manager in their extended absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Documents and maintains complete and accurate supporting information for all financial transactions.
- Develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable, petty cash, and payroll.
- Performs the bookkeeping function, including the general ledger, accounts payable, accounts receivable, and payroll.
- Performs preparation of payroll, including required tax, withholdings, and annual tax forms.
- Develops and maintains timely and accurate financial statements and reports in accordance



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with generally accepted accounting practices adopted or utilized by the Borough.

- Develops, implements, and ensures compliance with internal financial and accounting policies and procedures.
- Prepares all supporting information for the annual audit and provides information as requested by the external auditor.
- Reconciles bank and investment records.
- Performs or assists subordinates in performing duties.
- Administers the operations of the borough government in accordance with the Borough Code and laws of the Commonwealth of Pennsylvania.
- Assists the Borough Manager in preparing the preliminary annual Borough budget. Prepares various studies, reports, and related information for decision-making purposes.
- Files records as directed.
- Performs routine clerical and administrative work in answering phones, routing calls, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.
- Receives the public and answers questions; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons.
- Assists in collecting and maintaining accurate records of all payments the Borough receives.
- Processes purchase orders.
- Assists Borough Manager in developing long and short-term plans for borough operations, including capital improvements, road and sewer repairs, construction, etc.
- Communicates official plans, policies, and procedures to supporting staff.
- Segregates financial duties, as much as possible, to deter fraudulent activity.
- Sees that all laws and ordinances are faithfully and fairly adhered to.
- The Borough Manager may assign other duties that are a logical progression of this job.



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DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in accounting, finance, or a closely related field, and two (2) years of practical accounting/finance-related experience in either the public or private sector;
or
- (B) Graduation from an accredited two-year college or university with a degree in accounting, business, finance, or a closely related field and four (4) years of practical accounting/finance-related experience in either the public or private sector.
- (C) Eight (8) years of practical accounting/finance-related experience in either the public or private sector.

Necessary Knowledge, Skills, and Abilities:

- (A) Considerable knowledge of modern policies and practices of municipal finance, accounting, payroll, accounts payable/receivable and regulatory compliance.
- (B) Skill in preparing and administering municipal budgets.
- (C) Skill in planning, directing, and administering municipal financial programs.
- (D) Skill in operating the listed tools and equipment.
- (E) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion.
- (F) Ability to communicate effectively verbally and in writing.
- (G) Ability to establish and maintain effective working relationships with employees, municipal officials and the public.
- (H) Ability to administer the financial requirements of a municipal government both efficiently and effectively.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of a personal computer, including accounting, payroll, word processing and



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spreadsheet programs; calculator, telephone, copy machine, scanner, fax machine, envelope stuffer and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually quiet. However, when the office is busy, the noise level is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, and reference check; job-related tests may be required.

GENERAL CRITERIA

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The successful candidate must successfully pass a background investigation, including criminal history, employment history, education history, credit check, etc.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.