

Full job description

JOB OVERVIEW:

The Borough of Portage, PA is now accepting applications and resumes for a full-time Municipal Secretary. This position reports directly to the Borough Manager and performs administrative and financial functions within the Borough. This position is responsible for communicating with the public for complaints and concerns, all accounting functions in Quickbooks, annual budget preparation, and grant processing. Municipal experience preferred. Applications may be obtained at the Portage Borough Municipal Building weekdays between 8:00 a.m. to 4:00 p.m. or on the borough website on the homepage (www.portageboro.com). The position is also available on Indeed.com. Applications and resumes can be submitted via e-mail to pboro@comcast.net or mailed to Portage Borough, 721 Main Street, Portage, PA 15946. Additional job descriptions and responsibilities available upon request.

JOB RESPONSIBILITIES:

- Answer phones, filing, typing, data-processing,
- Write, and respond to, letters.
- Prepare agenda for council meetings, attend meetings to record and prepare minutes for Council approval.
- Maintain files on all borough records, grants, improvement projects, permits, etc.
- Assist citizens by explaining procedures, hearing complaints and either resolving them or referring them to the borough manager.
- Pay bills and other obligations upon approval of the Council, scheduling payments by observing due dates, discount periods, and maturity dates of invested funds.
- Process in a timely manner all "right-to-know requests" with Borough Manager
- Assist Solicitor in preparation of legislative actions by typing, checking, advertising and recording the action as required by law.
- Record all ordinances, resolutions, etc. and prepare for codification.
- Perform bookkeeping functions and accounts for Borough funds.
- Prepare payroll and maintain records for full time and part time employees.
- Prepare Treasurer's reports as requested.
- Preparation of annual municipal budget of all borough funds.
- Maintain other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
- Write, and respond to, letters.
- Prepare and file all required forms and reports required by state, federal, and local government and insurance carriers.
- Prepare monthly meeting reports and agenda's
- Receives revenue from tax collector, permit fees, state and federal allocations, and fines. Records and deposits funds in proper accounts.

QUALIFICATIONS AND ABILITIES:

- Strong background in administration, budget fund accounting, payroll and taxes, accounts payable/receivable, bank reconciliation, investment accounts.
- Proficiency in QuickBooks, Microsoft Office Applications to include Microsoft Word, Excel, and Outlook.
- Experience in cash management, financial report writing, and balance sheet reconciliation
- Ability to analyze financial data and provide accurate forecasts
- Experience in Human Resources, benefits, and insurances.
- Ability to record and prepare meeting minutes
- Excellent communication skills and attention to detail
- Must be reliable, proactive, energized, and self-directed, having strong organizational and interpersonal communication skills.
- Must be bondable
- Ability to generate information for compliance with specific administrative or procedural rules.
- Ability to organize.
- Ability to communicate effectively orally and in writing.

Please send resume to Portage Borough, 721 Main Street, Portage, PA 15946 or pboro@comcast.net by August

Job Type: Full-time

Pay: \$31,200.00 - \$35,000.00 per year

BENEFITS:

- Hospitalization for employee only
- Life Insurance and AD&D.
- Sick, personal, vacation, bereavement, and holidays paid time off
- Offer Deferred Compensation plans, Aflac Insurance,
- Municipal Retirement Plan
- Uniform allowance

SCHEDULE:

- Full time-Monday thru Friday 8:00 – 4:00
- Day shift and evening meetings