

LOWER MILFORD TOWNSHIP TOWNSHIP TREASURER DUTIES AND RESPONSIBILITIES

JOB SUMMARY

The Township Treasurer is responsible for the administration, preparation and execution of all Township accounting policies. In addition, the Township Treasurer is responsible for payment of bills and cash receipts for all Township funds and administration of all employee fringe benefits and payroll.

RESPONSIBILITIES

Receive and deposit all moneys received by the Township in the approved depository.

Prepare monthly Treasurer's Report.

Prepare bi-weekly payroll.

Administer Employee Pension Plan

Administer Employee Insurance Benefits, Vacation and Time-Off

Maintain Employee Payroll Files and Information

Administer Worker's Compensation Records

Together with Public Works Director, conduct annual inventory.

Represent Township on the Lehigh County Tax Collection Committee

Provide new employees with policies and required forms.

Assist Township Manager in preparation of Annual Budget

Prepare and file all annual reports as required by law.

Other duties pertinent to Township finances or as assigned.

SKILLS/QUALIFICATIONS:

Excellent Computer Skills, Working Knowledge of Quickbooks, Organizational Skills, Diligent Record Keeping, Ability to Follow Municipal Filing Deadlines

PHYSICAL DEMANDS/WORKING CONDITIONS:

The employee must be able to hear, see, speak, move 25 pounds from one location to another. In addition, the employee may be exposed to dirt, dust, mud, noise, heat and cold.

Work hours are 8:00 AM to 4:00 PM. Leaving the premises for lunch or taking a one-half hour lunch break will require working until 4:30 PM.

The position may be combined with another primary position.

The position may be hourly or salary. If salary, it is an FLSA Exempt position. Compensatory time will be given for special circumstances when additional hours are accrued, however, no compensatory time will be given for time spent during regular duties and responsibilities. Daily time sheets will be maintained on forms provided.

REQUIREMENTS:

High School diploma or the equivalent.

Valid Pennsylvania Driver's License