

FEBRUARY 20, 2011

BEN AVON HEIGHTS BOROUGH SECRETARY/TREASURER/TAX COLLECTOR JOB DESCRIPTION

This position is a secretarial book keeping position that also includes the elected position of Treasurer/Tax Collector.

The position includes but is not limited to the following responsibilities.

RESPONSIBILITY	DESCRIPTION
SECRETARY RESPONSIBILITIES	
Direct the day-to-day operations of Borough	Handle and prioritize ALL Borough Mail, Emails, Faxes and Phone Calls business hours
Monthly Council Meetings	Arrive early, make sure room is ready, set out agendas, minutes and TR, and record minutes.
Council Meeting Preparation	Phone calls, emails, organize information & data, copies, reports, etc.
Council Meeting Agendas	Request items from Council, prepare, send final to webmaster for website, and to Council.
Council Meeting Action Plans	Pull information from Meeting Minutes. Distribute to Council with Minutes monthly.
Council Meeting Minutes	Type meeting minutes from handwritten meeting notes and tape recording.
Maintain Records	Maintain all Borough paper and electronic records & documents.
File Borough Documents	File all Borough documents (maps, correspondence, insurance papers, TR, minutes, & records)
Legal Advertising	Zoning Hearing Board Notices, Meeting Schedules, Bid Notices, Change Notices, etc.
Prepare & Send Borough Mailings to Residents	Leaf Collection, street sweeping, recycling news, back yard pick-up, Council Letters, etc.
Handle Municipal Lien Letters	Review Delinquent ALCOSAN report, complete report, send Solicitor muni no lien letter request
Maintain Contract File & Expiration Dates	Review Borough Contracts for Services (police, Waste Mgmt., RE, snow, leaf, etc.) for expiration dates
Distribute Zoning Applications & Maintain Log	Provide residents with Zoning Applications & Maintain Log. Also track approvals & rejects.
Distribute & Maintain File of Statement of Financial Interest Forms	Provide Council with Statement of Financial Interests Form & Maintain Copies in Files
Year End Reporting to County, PA & IRS	
Tennis Court Sign-Up Sheets	Prepare and Post Weekly Tennis Court Sign-Up Sheets during spring, summer & fall
Liquid Fuels Annual Report	
PURTA Annual Report	Public Utility Realty Tax and we are required to report annually our local real estate mills, RE taxes collected for the prior year, real estate transfer taxes and wage taxes collected for prior year. We do not have any PURTA property so we do not get charged and y PURTA taxes, but the report is required for municipality by the Commonwealth of PA
Prepare & Maintain Oath of Office Documents	
Maintain New Resident Log	Maintain New Resident/renter Log, update resident address file and inform Kim Cuneo & Arlen Grubbs
Keeper of Borough Seal	Keeper of Borough Seal which is used on Borough Legal Documents & Misc. other items
Open Records Officer	Record, Research and Respond to all Open Record Requests
Handle problems & complaints from residents	Handle problems and complaints from residents relating to various issues
TREASURER RESPONSIBILITIES / Tax Collector	
Monthly Treasurer's Reports	
Monthly Actual-to-Budget Report	
A/P – Pay Borough Bills	Pay all Borough Bills Monthly & Record in QuickBooks
A/R – Receive Monies Due to Borough	Record Deposits in QuickBooks & Take Deposits to the Bank
Reconcile Monthly Bank Statements	Reconcile Statements & Record Cleared Bank Transactions in QuickBooks for 5 Accts.
Payroll	Pay Crossing Guards & Secretary/Treasurer (USE ADP or Chex service ?)
Bill School District for ½ of Crossing Guard \$	Quarterly prepare statement for Avonworth SD & send bill

Payroll Reporting	Quarterly prepare payroll reports for PA Unemployment, PA & IRS
W-2's	Annually prepare & distribute W-2's for employees (crossing guards & Secretary/Treasurer)
Budget	Budget Meetings, Worksheets, Advertisings, QuickBooks Budget Entries & Send State Report
Liquid Fuels Audit	Prepare & Pull Documents for Auditor – Sit with Auditor while audit is performed
PA UC Audit	Prepare & Pull Documents for Auditor – Sit with Auditor while audit is performed
Ben Avon Heights Borough Annual Audit	Pull prior year documents: minutes, TR, QuickBooks Data, Contracts, Insurance Info., Bank Stmt., Invoices, Paid Bills, Cancelled Checks, Payroll Records, etc.
Renter Notification	Property owner is required to notify the borough of renters name and social security number for wage tax purposes.
MANAGEMENT TYPE RESPONSIBILITIES	
Ben Avon Heights Elected RE Tax Collector	File & Run for Election, receive County Real Estate Value Change Reports, Report changes to Berkheimer. Reports come from County up to 5x per week – have to sift through to verify if any changes for our Borough.
Provide Information for Website	Provide webmaster with Council Info. For website (adopt hwy, events, news, leaf collection, agendas, and updates for Borough Information, etc.)
Handle Waste Mgmt. Items	Handle resident calls, report to Waste Mgmt., Back Yard Pick Up Listings, Distribute Recycle Bins for WM.
Crossing Guard Hiring, Training & Scheduling	Interviewing, Hiring, Training, & Scheduling of Crossing Guards – includes sending for clearances
PA One Call	Receive PA One Call Notices – follow-up with resident if Zoning/Building Permit not obtained
Emergency Management Responsibilities	Work with Emergency Mgmt. Coordinator & Mayor when Emergencies occur in Borough
Research Grant Opportunities for Borough	Research Grants via Web and by communicating with Senators & State Reps
Follow Rules & Deadlines for Current Grants	Follow Rules, Regulation and Deadlines of Planning Commission Grant
Ordinance Project	Research Ordinance Records & Documents, obtain copies & distribute to key Council Representatives
Coordinate AIM Funding	Handled from A to Z – obtained project info from Engineer, completed AIM Loan App, Delivered AIM Loan App., communications with County, Advertising of legal notices, provided documents to Council for information and signatures, Follow rules, regulations and deadlines carefully to ensure funding
Administer Sanitary Sewer Overflow Plan	Varies. Responsible for receiving SSOR calls 24/7 & following the Health Dept. established procedures
Handle ALCOSAN Delinquency Program	Receive Qtrly. ALCOSAN Delinquency Report, Log, Prepare & Mail Notices, Post incoming repayments
Coordinate Services from Avalon Borough	Coordinate services with Avalon Manager: Street Sweeping, PA One Call, Snow Removal, Signs, Pothole patching, Misc. other Municipal Services
Maintain Building Permit Records	Maintain building permit records, issue monthly checks to BIU & to DCED quarterly
Provide Evidence of Compliance Apps & Issue Certificates	Issue Evidence of Compliance (consent decree – dye testing) Applications for when a house is being sold. Once completed & approved by registered plumber, issue Evidence Of Compliance Certificate so the closing can take place
Maintain contracts calendar	Calendar of all events, contract begin and expirations with a three month ahead look ahead, important dates, etc. etc.