

Mount Gretna Borough Financial Administrator and Office Manager Position Description

Definition

This employee maintains financial records and serves as Borough office manager. The position reports to the Director of Public Works. The position requires administrative and public interface responsibilities.

Duties

- This employee maintains records using financial management software. Documents all transactions in accessible files.
- Responsible for financial transactions for the following Entities (referred to as “Entities” in this description):
 - Mount Gretna Borough,
 - Mount Gretna Authority
 - Pennsylvania Chautauqua, including the Mount Gretna Art Show and Summer Programs, Pennsylvania Chautauqua Foundation including the Soldier’s Field Property and associated grants, mortgage and donations
 - Playhouse Operating Committee
- Responsible for timely processing and payment of all invoices on behalf of these Entities. This includes obtaining payment approval from Director of Public Works, Chautauqua President and Treasurer, Borough Council President and Authority President and POC President.
- Maintains contact information of residents to distribute emergency information if necessary. File contacts with Swift 911 service. Responsible for activating alert.
- Processes Payroll for Borough Employees. This includes filing state and federal payroll taxes and Pennsylvania Municipal Retirement System pension contributions. Distribute payroll checks to employees or manage direct deposit. Calculates and distribute overtime payments to employees. Prepares W2s and 1099 Forms by January 31 each year. Prepares and files quarterly state and federal earnings/withholding reports.
- Invoice other Entities for labor services. Track those financial transactions to associated accounts. Obtains signatures on checks from officers to validate cross billing.
- Create and track invoices for labor services to neighboring municipalities for services rendered. (Example Snow Plowing, Sewer, Water Treatment, etc.)
- Prepares and distributes invoices to residents. This includes:
 - Municipal Authority Sewer Bills
 - Homeowner Water Bills
 - Chautauqua Maintenance and Refuse Bill

- Receive, process, and track Chautauqua property rental payments
- Distribute municipal mailings:
 - Stockholder Letter
 - Garbage and Recycling Letter
 - Water Quality Report
 - Parking Permits
 - Chautauqua Mailings
 - Art Show Mailings
- Attends all Mount Gretna Borough Council and Mount Gretna Authority Meetings. Submits meeting minutes for board approval and shares on associated websites. Prepares monthly financial activity reports in preparation of meetings. Prepares and distributes meeting agendas. Evening meeting times are scheduled.
- Maintains communication activities on behalf of all Entities. This includes monitoring and responding to emails, phone calls, and office hours interactions. Ensures that communication requests are directed to appropriate Entity representative. (For example: Art Show Director, Summer Programs Committee Chairs, Entity Officials) During off hours, responsible for forwarding municipal lines to established answering service.

Office hour interaction includes window services, including, but not limited to:

 - Receiving payment checks
 - Processing canoe permits
 - Managing residential rental licenses
 - Processing house number marker purchases
 - Selling Art Show Merchandise
 - Answering general information requests
- Responsible for Municipal Recordkeeping including:
 - Municipal Tax Information Form
 - Survey of Financial Condition
 - Municipality Report of Elected and Appointed Officials
 - Liquid Fuels Tax Report (MS965)
 - Documents for annual audits for all Entities. Employees works with auditor to file municipal annual audit and financial report due April 1.
 - Prepares Budget Sheets for all Entities.

Administrative Duties:

- Manage Borough/Chautauqua Building Room Assignment for scheduling public meetings such as Council meetings, Organizational Meetings and Polling requirements.
- Manage Summer Event activity at Playhouse and Hall of Philosophy schedule to assign event set up and hire auxiliary parking.
- Maintain Files.

- Order Office Supplies.
 - Keep Office Equipment in Working Order.
 - Schedule Housekeeping for Borough Rooms.
 - Obtain and manage mail service.
- Assists other departments as may be necessary for certain jobs where additional help is warranted as determined by Public Works Director.

Required Knowledge, Skills, and Abilities

- Must be capable of understanding, speaking, writing and reading English in a proficient manner in order to receive written and oral instructions and job duties from the Public Works Director.
- Knowledge of or ability to learn state and federal municipal reporting requirements.
- Proficiency in computer operation and software.
- Ability to use financial management program and software. (Programs are currently Microsoft Office Suite and QuickBooks.)

Training and Experience Required

High School graduate with 3-5 years administrative work experience with a municipality preferred.