



## **SECRETARY/TREASURER**

### **POSITION SUMMARY**

The Secretary/Treasurer is a statutory municipal position appointed by the Board of Supervisors pursuant to the Pennsylvania Second Class Township Code. The position serves as the official custodian of Township records and financial documentation and supports the Township Manager in the administration of Township operations. The Secretary/Treasurer performs professional, administrative, and clerical work requiring accuracy, discretion, and compliance with applicable laws, regulations, and Township policies. The position serves as a principal point of contact for residents, elected officials, and external agencies and is essential to the effective and lawful operation of Township government.

### **STATUTORY AUTHORITY AND RESPONSIBILITIES**

In accordance with the Pennsylvania Second Class Township Code, the Secretary/Treasurer performs duties including, but not limited to:

- Serving as Secretary to the Board of Supervisors, attending meetings, recording and preserving official minutes, and maintaining official Township records.
- Acting as custodian of Township records, ordinances, resolutions, contracts, and other official documents.
- Serving as Treasurer of the Township, responsible for the receipt, custody, and disbursement of Township funds in accordance with law, Board authorization, and established financial controls.
- Maintaining accurate financial records and accounts and assisting with preparation of reports required by the Board, Township Manager, auditors, and regulatory agencies.
- Performing additional statutory or administrative duties as assigned by the Board of Supervisors or Township Manager consistent with the Second-Class Township Code.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Administrative and Statutory Operations**

- Prepares for meetings of the Board of Supervisors and Township Boards and Commissions, including agenda preparation, meeting logistics, and minute-taking.
- Drafts and prepares ordinances, resolutions, proclamations, correspondence, and reports for review and execution.
- Maintains official Township records, ensuring proper retention, indexing, and accessibility in compliance with statutory and records-management requirements.
- Serves as Deputy Open Records Officer and assists with the administration, research, and response to Right-to-Know Law requests.
- Maintains Board and Commission membership rosters and assists with official communications.
- Provides administrative support to the Township Manager, Board of Supervisors, Boards and Commissions, and Township staff as directed.

#### **Financial and Treasury Functions**

- Assists with receipt and processing of Township revenues, payments, and deposits in accordance with Township procedures.
- Utilizes accounting software to support financial recordkeeping, reporting, and audit preparation.

- Assists with financial documentation, reconciliations, and coordination with auditors and professional consultants, as assigned.
- Maintains financial records in compliance with Township policies and applicable laws.

#### **Office and Operational Support**

- Maintains office supplies and coordinates purchasing needs to ensure efficient office operations.
- Cross-trained to provide backup coverage for permit processing, rentals, payment acceptance, and front desk operations.
- Updates and maintains the Township website, including public notices, meeting calendars, minutes, and official postings.
- Ensures public notices are properly prepared and advertised in compliance with statutory requirements.

### **COMMUNICATION AND RESIDENT SERVICES**

The Secretary/Treasurer serves as a front-line representative of the Township and regularly interacts with residents, contractors, consultants, elected officials, and representatives of other governmental agencies.

- Responds to inquiries in person, by telephone, and electronically in a professional, courteous, and timely manner.
- Provides accurate information or directs inquiries to appropriate Township personnel as needed.
- Manages and coordinates statutory public notices for meetings and hearings.

### **REQUIRED QUALIFICATIONS**

- Prior municipal government experience preferred.
- Knowledge of Pennsylvania Second Class Township government and municipal procedures preferred.
- Experience with municipal accounting or financial software.
- Proficiency in Microsoft Office applications and the ability to learn additional software systems.
- Exceptional attention to detail and strong organizational skills.
- Excellent written and verbal communication skills.
- Ability to maintain effective working relationships with Township officials, employees, consultants, other agencies, and the public.
- High standards of professionalism, ethics, and confidentiality.
- Valid Pennsylvania Class C driver's license.

### **WORK ENVIRONMENT**

Work is performed primarily in a municipal office setting. The position may experience periods of increased activity related to meetings, deadlines, or statutory requirements. Attendance at evening meetings is required approximately once per month. Occasional travel to Township facilities may be necessary. The position may involve interactions with dissatisfied or upset individuals. The Township maintains a strong commitment to public service, transparency, and professionalism.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

### **HOW TO APPLY**

Interested candidates should submit a cover letter, resume, and any supporting documentation as a single electronic file to:

[jkopp@conewagotwp.com](mailto:jkopp@conewagotwp.com)

Subject Line: **Secretary/Treasurer Position**