

BOROUGH OF  
**ALBURTIS**  
Borough  
Treasurer  
Job Description

The person in this position is responsible for performing a broad range of administrative and financial duties pertaining to the day-to-day operations of the Borough as directed by the Borough Manager and Borough Council. This is a non-supervisory position that works under the direction of the Borough Manager and is required to be bonded.

**Job Requirements Job Description & Responsibilities:**

- Responsible for the general accounting and financial reporting functions of the Borough, including budgets and budget controls, payroll, accounts payable and receivable, revenue distribution, insurance policies, bank reconciliations, accounting regulations, and other Borough financial matters including, but not limited to, maintaining bonds, refinancing of debt, preparation of liquid fuel and other Scheduled State forms.
- Ensures Borough complies with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) for financial statements. Prepares state and federal reporting requirements and grant financial management.
- Maintains a modified cash system of accounting showing assets, liabilities, resources, and cost of operations to facilitate accurate current understanding of financial status and preparation of budgets and reports. Record and research all financial information for analysis.
- Manages utility billing and collection of sewer/garbage/stormwater fees.
- Manages the escrow accounts of the Borough and regularly consults with developers, attorneys, engineers, and appropriate staff to verify the accuracy of such accounts.
- Works with the Borough Manager and Department Heads to discuss initiatives, review operations, review departmental budgets, and assess and solve problems. Advise on procedure and financial management as well as developing policies.
- Provide customer service effectively and efficiently to citizens of the Borough and other constituents.
- Answer Borough phones and provide information and assistance to the public on request. Assist them by answering questions directing them to the appropriate person, researching records and transmitting messages to Borough staff and officials.
- Work Schedule is Monday through Friday 8:30am-4:30pm

**Qualifications:**

- High School diploma or G.E.D equivalent.
- professional accounting experience.
- Working knowledge of QuickBooks is essential.
- Intermediate to advanced knowledge of MS Office Suite.

**Salary/Benefits**

- Benefits include - Medical Insurance, Prescription, Dental, Vision, Paid Time Off, Pension Plan
- Salary to be determined based on experience

Interested applicants should submit a cover letter, resume, three professional references and salary expectations to Borough Manager at [snemeth@alburtis.org](mailto:snemeth@alburtis.org) . Employment is contingent on the successful completion of a comprehensive background check and bonding.