

ANNVILLE TOWNSHIP - FULL-TIME ADMINISTRATIVE ASSISTANT



Annville Township is looking for a skilled candidate to fill a full-time administrative assistant position at Annville Town Hall. The duties involve general administrative office functions such as accounting, billing, payroll, clerical, purchasing, and reception, as well as supporting the Township Administrator in various municipal government projects and responsibilities. Salary is expected to be between \$17 to \$19 per hour, depending on experience, and fantastic benefits including health/dental/vision insurance and pension plan are provided. All interested applicants must submit a cover letter and resume to: Nicholas T. Yingst,

Annville Township Administrator, P.O. Box 178, Annville, PA 17003 or by email at nick@annvilletwp.com no later than October 18, 2021. A detailed job description is listed below. EOE.

Specific Job Duties and Responsibilities:

1. Performs accounting and bookkeeping activities such as billing, invoicing, accounts payable, accounts receivable, issuing checks, posting journal entries to the accounting system, bank reconciliations, and printing of monthly financial reports.
2. Supports the Township Administrator by performing general human resources duties such as distributing, collecting, and filing paperwork and forms for new hires; managing the open enrollment process; and processing forms and reports for health, life, and workers' compensation insurance.
3. Supports the Billing Clerk by performing payroll duties such as reviewing timesheets, reporting information to the payroll service, preparing unemployment compensation reports, and maintaining vacation and sick leave records.
4. Supports the Billing Clerk with utility billing, including preparation of utility bills, collecting payments, entering information into the utility billing system, calculating final utility bills for property transfers, issuing special utility billings for customers in adjacent municipalities, preparing reports, and calculating sewer surcharges.
5. Supports the functions of the Police Department and the Public Works Department, as directed by the Township Administrator.
6. Serves as a receptionist for phone calls and walk-in customers, which includes disseminating information and addressing complaints and concerns of residents.
7. Serves as the municipal Recycling Coordinator.
8. Coordinates distribution of monthly information packets to Commissioners and Authority members prior to their meetings.
9. Processes applications, coordinates meetings, and issues correspondence for the Historic Architectural Review Board.
10. Manages the residential rental license and annual tree maintenance programs.
11. Issues various types of licenses and permits as required by municipal ordinances.
12. Prepares and mails various types of correspondence.
13. Sorts mail and performs banking duties.
14. Prepares the Township newsletter and coordinates its publishing.
15. Exercises oversight and monitoring of complaints and violations pertaining to those laws and municipal ordinances not directly enforced by Annville Township Police Department, including mailing notices of violations regarding high weeds, junk, and the International Property Maintenance Code.
16. Orders office supplies.
17. Oversees the destruction of records according to state requirements.
18. Monitors Liquid Fuels money to ensure compliance with state regulations and completes required reports for same.
19. Performs duties of Assistant Township Secretary and Assistant Township Treasurer.
20. Performs duties of Deputy Right to Know Officer.

21. Attends meetings and records minutes for municipal boards and authorities, as directed by the Township Administrator.
22. Updates and posts information to the Township website.
23. Performs other duties as directed by the Township Administrator.

Knowledge, Skills, and Abilities:

1. Good communication skills via phone, email, and in person, with an ability to be respectful, courteous, and diplomatic when dealing with others, especially customers.
2. Good understanding of Microsoft Office (e.g., Word, Excel, etc.), email, and internet.
3. Good bookkeeping and accounting skills; knowledge of Sage Peachtree or a similar accounting system and Flexibill or a similar utility billing system is a plus.
4. Basic keyboarding/typing skills.
5. Excellent organizational skills.
6. Ability to follow instructions and, when necessary, be self-directed and self-motivated.
7. Analytical problem-solving skills; ability to react to rapid changes or unexpected issues.
8. A valid Pennsylvania Driver's License, Class C, or equivalent.

Education and Experience:

High school diploma or equivalent required; two- or four-year college or university degree, or equivalent experience is recommended, especially local government experience.