GENERAL JOB DESCRIPTION

TITLE: Finance Assistant
DEPARTMENT: Finance
REPORTS TO: Finance Director
FLSA: Non-Exempt
SALARY RANGE: Refer to approved salary range schedule

Position Summary

The purpose of the Finance Assistant position is to perform a variety of collection duties primarily for the Tax and Water departments. This position also performs a substantial amount of customer service-related duties by in-person, phone, email and fax.

Essential Functions

- Performs customer service/receptionist duties for the Finance/Tax/Water Departments.
- Performs data entry/banking- deposits, transfers, reconciliations, NSF/ reports/filings related to real estate tax collection and Water Authority service; responds to requests for real estate tax certifications.
- Records and transcribes monthly Water Authority board meeting minutes; assembles agenda packets; coordinates and advertises meetings through the Assistant Township Secretary.
- Composes, types, and forwards a variety of correspondence.
- Answers phones; opens and processes Tax/Water mail.
- Attends pertinent tax-related meetings with Centre County and State College Area School District.
- Maintains confidentiality of information.
- Performs other duties, as assigned by the Finance Director or Accountant.

Qualifications

Education:

- High school diploma or GED equivalent required. Associate’s Degree or higher preferred.

Work Experience:

- (2-3) Years of related experience required.

Knowledge/Skills/Abilities:

- Demonstrated ability to use Microsoft Office Suite (Word, Excel).
- Knowledge of modern office management principles, practices, and equipment.
- Ability to organize, multi-task, establish priorities, and carry out duties and responsibilities with minimal supervision.
- Ability to deal courteously with the public, other members of staff, and supervisory personnel.
Ability to communicate effectively in written and verbal form.
- Demonstrated ability to use basic mathematics that may be required of this position.
- Ability to work as a member of a team and follow instructions and procedures.

Certifications:

- Possession of a valid Pennsylvania driver’s license.
- Pennsylvania Qualified Municipal Tax Collector (PQMC) designation preferred.
- Must be bondable.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this position include those required for reading, writing and typing.

The noise level in the work environment is usually moderate.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.
Reviewed with employee by:

_________________________________________  _________________________
Manager’s Name  Date

Acknowledgement

This job description has been reviewed with me by my manager. I have been provided the opportunity to ask questions regarding any aspect of this job description.

Job Incumbent Signature__________________________________________  Date___________

Legal Disclaimer: The Job Description is intended for informational purposes only, and by no means should replace or substitute any governmental and/or non-governmental legal information or advice. Please contact an HR Professional for additional information.