



District Township Part-time Treasurer Opportunity

District Township, Berks County, PA is seeking a part-time Bookkeeper/Treasurer. Candidates must possess a bookkeeping background and experience with Microsoft Office. Familiarity with QuickBooks and/or municipal experience a plus. Flexible hours (can be outside regular business hours) of approximately 10-12 hours per month.

Interested applicants should submit a resume to District Township, 202 Weil Road, Boyertown, PA 19512 or via email to office@districttownship.org. District Township is an equal opportunity employer.

TOWNSHIP TREASURER

RESPONSIBILITIES:

- *Receive all moneys due the Township and deposit the same promptly upon receipt thereof in the depositories selected by the Board of Supervisors.
- *Keep a distinct and accurate account of all moneys received by the Township. All money shall be segregated into funds as required by law and/or Township financial policy.
- *Prepare an accurate monthly treasurer's report for presentation at the public meeting of the Board of Supervisors. Said report shall include all receipts, account balances, and investments held.
- *Prepare a list of all bills received and submit to the Board of Supervisors at a regular meeting for approval.
- *Prepare checks for payment of bills approved by the Board of Supervisors.
- *Present to the Supervisors a monthly budget comparison report for all Township funds.
- *Coordination of monthly payroll and quarterly/annual reports with third-party payroll company.
- *Maintain Township employee payroll records.
- *Maintain all Township financial records in an orderly fashion for presentation to the auditors for the required annual audit.
- *Complete all State required financial forms for submission as required by law.
- *Assist Township staff in the preparation of financial projections and special financial reports.
- *Assist in the preparation of the Township's annual budget.
- *Attend and participate in municipal association meetings in order to maintain professional affiliations and keep abreast of new developments in municipal finance.