

# OFFICE MANAGER

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The Office Manager is responsible for assisting the Township Manager and Secretary/Treasurer in the overall administration of the Township Office. This individual is also responsible for the financial administration, typing, filing, letters and records contained in the office. This individual may assist with questions from the public.

## SPECIFIC DUTIES

- A. Board of Supervisors meetings
  - Prepares Revenue & Expenditure reports
  - Prepares unpaid bills report plus list for Interim Payables
  - Prepares checks for signatures with all invoices for review
  
- B. Audits
  - Annual audit with appointed CPA
  - Auditor General Auditor for Liquid Fuels
  - Auditor General Auditor for Non-Uniform Pension
  - Annual Payroll Audit for Unemployment Compensation
  - Annual Payroll Audit for Workers Compensation
  
- C. Payroll
  - Calculate vacation and sick hours taken within pay period
  - Set up pay period
  - Enter hour's worked/vacation/sick & overtime for each employee to be paid
  - Verify payroll detail
  - Print & Mail Payroll Check Stub
  - Print Payroll Summary & Liability Balance Sheet
  - Calculate Federal taxes per payroll – on line filing
  - Calculate State taxes per payroll – on line file
  - Electronically process payroll to Fulton Bank for Direct Deposit of Employees Payroll
  - Electronically process employee contributions to 457 Plan
  
- D. Taxes – Quarterly
  - Calculate & Reconcile Federal taxes, file Federal Form 941 & Schedule B for each quarter
  - Calculate & Reconcile State Taxes – on line filing
  - File Lancaster County Earned Income Taxes with employee spreadsheet – on line filing
  - File Local Services Tax with employee spreadsheet
  - File Unemployment Compensation Taxes - on line filing
  - File PSATS Group Trust with employee spreadsheet

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### E. Taxes – End of Year

- Edit & verify W2 wages for each employee – Print for employees – in house
- Social Security Administration – Complete & edit each employee W2 – on line filing
- Submit final filing Social Security Administration Federal Taxes for each employee W2 – on line filing
- Department of Revenue for PA – Complete & edit each employee W2 – on line filing
- Reconcile all Department of Revenue for PA quarters with employee W2 and taxable income taxes withheld – on line filing
- Lancaster County Earned Income Tax – Complete employee spreadsheet & submit employee W2 for reconciliation of all quarters for EIT. – on line filing
- Local Services Tax – Complete employee spreadsheet and submit annual reconciliation – online
- Send and receive - vendors have completed W9 with EIN number for 1099's
- Compiles & calculates Vendor information for the filing of 1099's.
- 1099's – Edit, print and submit to vendors
- 1096 – file with Department of Revenue with copies of 1099 issued

### F. Accounts Payable

- Receives Invoices and verifies coding with Department Heads
- Code per Township Budget Chart of Accounts, Roadmaster codes invoices for the Road Department.
- Enters each invoice with Chart of Account breakdown into system
- Prints Unpaid Bill Detail for Board of Supervisors review
- Prints Checks for review & signatures
- Mail to Vendors
- Interim Payables consists of utilities, insurances and any other invoices that were received and would need to be paid before Board of Supervisors regularly scheduled meeting.

### G. Account Receivable

- Receives all checks other than trash payments
- Makes a receipt for all accounts receivable checks and/or cash with account number listing
- Enters into Township Financial System/into correct fund
- Prepares deposits for all funds other than General Fund

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- H. Reconciles bank statements with Township Financial System
- I. Liquid Fuels Fund Filing
  - Ensure Township Manager and/or Roadmaster in receipt of Project Approval Letter issuance with project number assigned.
  - Verify billing invoices with bid prices for accuracy
  - Verify that Roadmaster included compliance documents with invoices.
  - Prepare and submit documentation for the filing of Actual Use Report – done annually - on line filing.
  - Verify that Roadmaster has completed and submitted the Road Project Completion report within 45 day of project completion – on line filing
  - The filing of these reports is required for the receipt of Liquid Fuels allocation and Turnback monies
- J. Prepares, maintains and submits Bridge Project spreadsheets to PADOT for reimbursement
- K. Receives inquiries from the public, media, private concerns and organizations and furnishes the necessary information or directs inquiry to the proper source.
- L. Maintains and responsible for personnel info and requirements
  - CDL Random Drug Test Scheduling
  - Records vacation and sick hours taken
  - Attendance Log
- M. Verifies injury reports, ensures accuracy, creates file and submits Worker's Compensation Injury forms to correct agency
  - Follow up with unpaid invoices
- N. Developer Escrow Fund
  - Assigns account number per project
  - Breakdown of legal expenses to be paid from fund
  - Engineering invoices to be paid from fund
  - Calculate, reconcile & transfer in-house services on Monthly Review & Inspection Log from Developer Accounts to General Fund for Reimbursement
  - Maintain Account Files and Summaries, periodically forward to Developers
  - Confirms account balances with Township Manager on monthly basis.

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- O. Developer's without Escrow Account established
  - Invoicing Developers for legal and engineering expenses for subdivision and inspection costs
  - Maintaining files for each developer
- P. Assist Zoning Officer with correspondence and whatever else he may need assistance with.
- Q. Verifies daily deposit accuracy, breakdown into budget accounts and input into financial system.
- R. Budget Preparation
  - Prepare spreadsheet with previous years actual amounts
  - Project/propose what line item amounts could be by current year end
  - Make changes to spreadsheet as Township Manager relates from Board of Supervisors
- S. Online filing for PURTA reimbursement
- T. Online filing for Municipal Statics (3 Reports) necessary for Liquid Fuels Allocations
- U. Maintains a positive and cooperative attitude with coworkers, Board of Supervisors and the general public at all times.
- V. Performs other related work as required.

### DESIRED SKILLS

- A. Ability to establish and maintain a solid working relationship with all personnel and the general public.
- B. Capable of following instructions and working independently on various tasks.
- C. Possess neat and organized work habits, skillful use of language and good judgement.
- D. Ability to competently use office equipment; computer and financial experience necessary.

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## EDUCATION AND EXPERIENCE

- A. High School diploma or equivalent.
- B. Experience with a bookkeeping software background.