



Narberth Borough
Job Description and Application
Position: Bookkeeper/ Administrative
Assistant
Status: Full-Time FLSA Non-Exempt

SUMMARY:

Under the direction of the Borough Manager, the Bookkeeper/Administrative Assistant is responsible for a variety of administrative functions in compliance with State and local codes and ensure that these services and programs are provided efficiently and effectively. This position is an important part of the Narberth team.

The person in this position will demonstrate a high level of personal integrity and ethical behavior with a proven record of technical competence and a commitment to life-long career development and learning. This person will understand the positive value of developing and maintaining effective relationships with staff, elected officials, and the public. This person will be well-versed in applying technology to further organizational efficiencies and demonstrate high attention to detail.

The Bookkeeper Office Assistant will support the mission, philosophy, policies and procedures of the Borough. This person will model integrity, curiosity, responsibility, creativity and respect for all persons and appreciate racial, cultural, and gender diversity. The person in this position will gain valuable experience in all phases of public administration in municipal government. The ideal candidate's responsibilities will expand beyond the essential functions of the position as fluency increases.

SUPERVISION RECEIVED:

Work is performed under the general direction and supervision of the Borough Manager. Work related to Police Department call taking and assisting walk-in is subject to the supervision of the Chief of Police.

ESSENTIAL FUNCTIONS:

- **Administrative Tasks**
 - Serve as Administrative Assistant to the Borough Manager and Asst. Borough Manager:
 - Preparation of meeting packets
 - Preparation of Borough meeting minutes
 - The distribution of correspondence
 - Prepare correspondence.
 - Assist with the maintenance of Borough records via its electronic record systems.
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 - Assist with scheduling and maintaining the Borough's calendar of

- reservations;
 - Assist with schedule and advertise meetings of Borough Council, Committees, and Boards and Commissions;
 - Assist with the processing of payment of parking tickets
 - Assist residents resolve resident concerns and complaints for trash collection concerns;
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 - Assist residents, businesses, and visitors with the submission of work orders and use of MYGOV application submission system.
 - Provides administrative support to other departments as directed.
- **Customer Service**
 - Processes application for all permits and licenses and coordinates this process with respective departments.
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- **Communication**
 - Assist Customers with answering questions or directing inquiry to appropriate party; including answering phone calls and assist walk-ins and callers to its Police Department to forward calls and messages PD staff under direction of Police Chief.
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 - Work collaboratively with the administrative team on all external communications in all media;
 - Monitor and respond to shared Borough email inboxes;
 - Handle in-office and telephone reception;
 - Assist with newsletter and social media posts as needed;
- **Financial Tasks**
 - Assist Borough management team with tracking and maintaining asset/inventory list and applicable depreciation in accordance with policies and procedures.
 - Carryout accounts receivable and accounts payable functions.
 - Carryout payroll functions and benefits enrollment.
 - Complete monthly bank reconciliation.
 - Prepare manual journal entries as needed for review by Borough Manager and Borough President.
 - Assist the Borough Manager with monitoring accounts for cashflow needs and the timely processing of payments.
 - Oversee the digital retention of financial records in adherence to PHMC Record Retention Manual, Borough Policy, and the direction of the Borough's Auditor.
 - Assist Borough Management with the preparation of the annual Borough Budget and capital planning activities.
 - Complete compliance reporting.
 - Maintain record of the Borough's Chart of Accounts and changes to prior year
 - Prepare monthly financial reports for the Borough Council.

QUALIFICATIONS:

- Must possess firm competencies with regard to full accrual and modified accrual accounting practices.
- Must possess excellent communication and analytical skills, verbally and in writing, to clearly communicate in a professional manner;
- Ability to thrive in a high-paced office setting with frequent interruptions to workflow is required;
- Ability to handle multiple assignments at once and flexibility to receive directions is required;
- Must possess excellent mathematical, accounting, and archiving skills;
- Must possess the ability to establish and maintain working relationships with supervisors, associates, vendors, elected and appointed officials, and the general public;
- Must be able to deescalate confrontation with a patient and firm attitude;
- Must be able to learn written administrative procedures, ordinances, and internalize the legislative framework of local government operations;
- Must possess the ability to possess a
- Knowledge of Microsoft Office 365, WordPress, Quickbooks, and software as a service(SaaS) for Borough administrative functions such as parking enforcement, payroll, accounting, public notifications, and traffic monitoring is preferred;
- Completion of post-secondary education with an Associate or Bachelor degree is required, with preference for a degree in or related to accounting, bookkeeping, public administration, or public finance plus possess 3 years' experience with accounting and bookkeeping functions.
- Prior experience in a local government setting is preferred;

PHYSICAL REQUIREMENTS:

- Ability to sit for a minimum of 1 up to 2 hours at a time, stand for a minimum of 1 up to 2 hours and walk;
- Ability to bend/stoop, squat, reach above shoulder level, crouch, kneel, lift and push/pull for up to 25% of the workday;
- Ability to work indoors in an office setting with artificial and natural light;
- Ability to use a telephone, computer, and mobile device;