

JOB DESCRIPTION

Title: Assistant Treasurer	Reports to: Treasurer / Office Manager
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BASIC FUNCTION

The Assistant Treasurer is an hourly position that will assist the Treasurer with financial data entry and documentation as well as complete daily office and administrative tasks. This position will actively manage Adamstown Borough's accounts receivable and accounts payable and will also work directly with the Office Manager to undertake a variety of clerical duties and special projects. Extended responsibilities will include overseeing the Borough's online presence through facebook and website updates. This position will be available for remote and hybrid work with expectations of 10 hours a week minimum.

DUTIES AND RESPONSIBILITIES:

1. Process A/R and A/P through quickbooks
2. Manage and record deposits through quickbooks
3. Input and confirm payroll entries
4. Set up facebook and website alerts and management
5. Regularly assess and recommend changes and enhancements to drive better online presence
6. File all documentation in proper places
7. Respond to emails and answer phone calls when required
8. Involved in other creative operations projects such as updating the website, posting updates on social media, and creating and distributing a company newsletter

KEY RESULTS:

1. Maintain accurate records in Quickbooks
2. Follow through efficiently on tasks to completion
3. Keep organized files so that documentation can be located when needed

JOB QUALIFICATIONS

1. Good communication and interpersonal skills with strong attention to details
2. Working knowledge of Microsoft office software and Quickbooks.
3. Self motivated with excellent time management and organizational skills
4. Good customer service skills