



# Valencia Borough Pennsylvania

**Position:** Valencia Borough Secretary

**Reports to:** Valencia Borough Council

**Position Summary:**

Provide administrative support to the Valencia Borough Council and Planning Commission. Manage the Borough budget and bookkeeping. Produce monthly and yearly financial statements.

Part-time: approximately 15-30 hours a month.

**Responsibilities:**

- Accurately manage the borough budget and QuickBooks files; input the appropriate information on a weekly basis and make sure that all books are balanced
- Produce accurate monthly financial statements including income, expenses, treasurer's report, capital improvements, etc. for the Borough Council meeting
- Gather data and materials for the yearly audit and distribute the material to the auditor
- Collect bills, expenses, income, etc. and input data into the monthly financial statements as well as QuickBooks on a weekly basis
- Ensure timely payments of all borough expenses
- Manage borough bank accounts; deposit income checks into appropriate accounts and track ACH deposits
- Fill out appropriate borough, state, federal, and other governmental information for documentation and reporting
- Take and distribute accurate minutes for the monthly borough Council meeting
- Take and distribute accurate minutes for the monthly Planning Commission meeting
- Take and distribute accurate minutes for the annual Council reorganization meeting
- Take and distribute accurate minutes for any special meetings
- Prepare materials for the monthly Council and Planning Commission meetings
- Gather mail from the borough mailbox, sort and review, and distribute accordingly on a regular basis
- Properly codify and record borough ordinances, resolutions, minutes, etc. in both hard copy and online files
- Respond to emails in a timely manner with accurate information
- Answer the Borough phone messages and respond to or forward as necessary
- Maintain and improve online files and hard copy files in the Borough Building
- Document processes for filing of government reports and procedures
- Generate reports for Borough representatives as needed
- Liaison with governmental and community organizations and officials as needed
- Trouble shoot and follow through on problems, discrepancies, and questions
- Take secretarial and other governmental training classes at PSAB and other agencies
- Track work hours and properly file W2 and other tax forms
- Positively contribute to the overall performance of the Borough through consistent and high-quality work
- Accept feedback and coaching and apply it to improve ability and performance
- Other tasks and responsibilities as assigned



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## **Skills:**

- Excellent organizational skills and attention to detail
- Excellent communication skills
- Ability to problem solve and follow through on difficult tasks
- Ability to work in all situations to be personable and helpful with Borough representatives, community members, and other organizations
- Ability to multitask and keep track of several projects at once
- Highly motivated with a self-starter attitude and the ability to work independently
- Intermediate to advanced ability in Excel, Microsoft Word, and QuickBooks
- Intermediate to advanced ability in budget management and bookkeeping
- At least 3 years' experience in budget management, bookkeeping, and producing financial reports
- Must be available the second Monday of every month from 6:00-9:00 at the Valencia Borough Building for an in-person Council meeting
- Must be available the first Thursday of every month from 5:15-7:00 at the Valencia Borough Building for an in person Planning Commission meeting
- Ability to commit to 15-30 hours a month for Borough work
- Must pass a background check
- Must be able to become bonded through Valencia Borough's insurance company
- Reliable and committed to the betterment of Valencia Borough
- Willingness and ability to meet the changing needs and requirements of the job

**Interested applicants should submit a cover letter and a resume to [boro@valenciaboro.org](mailto:boro@valenciaboro.org).**