

BRIGHTON TOWNSHIP

EMPLOYEE NAME:

JOB CLASSIFICATION: Secretary/Bookkeeper

POSITION DESCRIPTION/SUMMARY:

Performs secretarial, bookkeeping and reception duties for municipal office. Includes typing, accounting, record keeping and permitting functions.

JOB RESPONSIBILITIES/DUTIES:

1. Answer phone and assist caller, takes messages or forwards calls as may be appropriate.
2. Greets office visitors, assists as needed, including permitting or rental requests. Assists in resolving utility service or billing questions or complaints.
3. Schedules meetings or appointments.
4. Types and mails correspondence.
5. Sorts, opens and/or distributes mail.
6. Files reports, letters, minutes and other materials; sets up new files.
7. Accounts payable. Sorts, assigns budget payment codes and enters bills into computer system for payment. Obtains appropriate signatures for authorization of payment. Prints checks and mails. Maintains accounts payable files. Prepares purchase orders as needed.
8. Accounts receivable. Prepares and sends invoices for other services. Prepares bank deposits. May be required to make bank deposits
9. Payroll. Uses payroll accounting package to print payroll checks. Maintains employee personnel records for vacation, sick time etc. Prepares required forms for payroll deductions and mails checks. Prepares quarterly payroll reports.
10. Monthly bank reconciliations.
11. Receive rental registrations for park facilities, have contracts executed and make bank deposits.
12. Receive building permit applications, keep record of applications, type permit forms and prepare monthly & quarterly reports for Township, County, and U.S. Census

- Bureau of permits issued. Prepare and follow-up on occupancy permits for building permits issued. Prepare year-end reports. Maintain inspections payable spreadsheet.
13. Zoning matters: Prepare zoning variance hearing packets, maintain record of zoning and building code violations, track and invoice road opening permits, maintain home occupation permit files and record plans and agreements as needed.
 14. Receive yard waste permits and prepare deposits and reports.
 15. Receive on-lot sewage permits and maintain files for permits received.
 16. Receive rental registration forms and maintain record of registrations.
 17. Orders office supplies. Maintain postage machine, add postage and supplies.
 18. Prepares IRS Forms W-2 and 1099s. Prepares quarterly and year ending tax reports.
 19. Files workers' compensation and insurance claims. Maintains claim files.
 20. Attend Board meetings, records and transcribes minutes. Prepares monthly financial reports for meetings.
 21. Maintains petty cash drawer.
 22. Prepares welcome packets and prepares new resident reports.
 23. Other duties as assigned.

SKILLS:

1. Employee must be able to type, operate calculator, copier, computer, financial and accounting systems, word processor, typewriter, fax machine and other business office machines.
2. Mathematics: Ability to add, subtract, multiply and divide. Must have understanding of municipal accounting.
3. Writing: Ability to prepare minutes and correspondence to vendors or residents and write reports.
4. Speaking: Ability to communicate clearly with the public and co-workers in person or via telephone.

SUPERVISION:

Employee works independently with minimal supervision by the Manager.

PHYSICAL DEMAND/WORK ENVIRONMENT:

Work is not physically strenuous and is primarily performed indoors in an office environment.

EDUCATION/EXPERIENCE:

High School Diploma or equivalent.

Prior computer operating experience.

Prior bookkeeping experience.

MANAGEMENT RIGHTS:

The Board of Supervisors specifically reserve management rights which include, without limitation, the Township's rights to: direct, plan and control operations; determine and redetermine job content, job descriptions, and job standards; to be the sole judge of the quality and quantity of work required; determine and redetermine the work to be performed, and by whom; determine and redetermine the method, hours, and manner of performing work; hire, promote, demote, lay off, and recall employees; discipline, suspend, or discharge employees for just cause; assign or transfer employees to needed tasks; adopt and modify from time to time, and enforce, as necessary, reasonable Township policies, rules, and regulations to maintain order, safety and/or efficiency.

TOWNSHIP APPROVAL:

Signature

Date

EMPLOYEE ACKNOWLEDGMENT:

Signature

Date

Board Approval July 11, 2022