

**Job Title:** Borough Clerk

**Reports To:** Borough Manager

**FLSA Status:** Non-Exempt

**Location:** Borough of Milton, Milton, PA

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## **Position Summary**

The Borough Clerk provides front-office administrative and financial support to ensure the efficient daily operations of the Borough. This position serves as the first point of contact for residents and visitors and is responsible for reception, phone coverage, payroll processing, and accounts payable and receivable functions. The Clerk works closely with Borough management, elected officials, vendors, and the public.

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## **Essential Duties and Responsibilities:**

### **Reception and Public Interaction**

- Serve as the primary receptionist for the Borough office.
- Greet residents, visitors, and officials in a professional and courteous manner.
- Answer, screen, and direct incoming phone calls; respond to routine inquiries.
- Receive, date-stamp, and distribute incoming mail and correspondence.
- Maintain front office organization and public counter operations.

### **Payroll Processing:**

- Process weekly payroll for Borough employees, including full-time, part-time, and seasonal staff.
- Ensure accuracy of timesheets, salary calculations, deductions, and tax withholdings.
- Prepare and submit required payroll tax filings and reports (e.g., W-2s, 941s).
- Maintain employee payroll records and ensure confidentiality of personnel information.
- Coordinate with Borough Manager regarding changes in pay or status.
- Reconcile payroll accounts and assist with pension and benefit reporting.

**Accounts Payable:**

- Process vendor invoices, verify accuracy and authorization, and prepare payments.
- Ensure proper general ledger coding and compliance with Borough procurement policies.
- Maintain accurate vendor records and handle inquiries or discrepancies.
- Assist in cash flow planning by tracking outstanding obligations.

**Accounts Receivable:**

- Prepare and issue invoices for Borough services, permits, or fees.
- Record incoming payments and ensure timely posting to the appropriate accounts.
- Reconcile A/R balances and follow up on delinquent accounts.
- Support collection processes with third- party vendors for property taxes, prepare invoices for recycling, and other Borough receivables.

**Treasury and Financial Support:**

- Assist in monitoring daily cash flow and managing bank accounts.
- Perform bank reconciliations and prepare monthly financial statements.
- Create journal entries and support the maintenance of the general ledger.
- Assist with fund accounting, grant tracking, and financial compliance.
- Support the Borough's annual audit process by preparing schedules and documentation.
- Ensure adherence to all applicable local, state, and federal financial regulations.

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**Qualifications:****Education and Experience:**

- Bachelor's degree preferred
- Minimum of 3–5 years of experience in municipal finance, including payroll, A/P, and A/R responsibilities.
- Governmental or fund accounting experience is strongly preferred.
- Familiarity with payroll software and financial systems used in public sector environments.

**Knowledge, Skills, and Abilities:**

- Strong understanding of accounting principles and public sector financial practices.
- Proficiency with Microsoft Office (especially Excel), and financial/payroll systems (e.g. QuickBooks).
- High level of attention to detail, accuracy, and confidentiality.
- Knowledge and use of Social Media.
- Excellent organizational, analytical, and time management skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a small finance team.
- Commitment to ethical standards and public service values.

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**Working Conditions:**

- Office-based position; standard weekday hours Monday – Friday 8am – 4pm, with occasional evening meetings or deadlines.
- Requires use of standard office equipment.
- Some lifting of files or materials up to 25 lbs. may be required.

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**Compensation:**

- **Salary Range:** Based on qualifications and experience.
- **Benefits Include:** Health insurance, retirement plan, pension, paid holidays and vacation, and professional development support.