

## POSITION DESCRIPTION

Class Title: Administrative Assistant/Billing Technician II  
Department: Administration  
Location: Saxonburg Municipal Building  
Revision Date:  
Date: February 12, 2024



### GENERAL PURPOSE

Position provides a variety of routine and complex clerical, secretarial and administrative work in receiving the public, providing public assistance, cashiering, data processing, bookkeeping, billing and special projects for Authority and the Borough.

### SUPERVISION RECEIVED:

The position works under the general supervision of the Authority Director of Finance and Authority Manager, according to an established work routine.

### SUPERVISION EXERCISED

This position does not supervise other employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This position works primarily as a redundant employee to the Administrative Assistant/Billing Technician I and as a secondary employee to the Billing Coordinator.

#### **Payroll**

- Prepares payroll and the related direct deposits in compliance with federal and state laws.
- Processes remittances for payroll taxes, pension sums, and 457 contributions.
- Prepares monthly, quarterly, and annual payroll reports.
- Responsible for the preparation and timely submission of all Federal, State and Local Government reporting requirements related to the finances and payroll.
- Maintains employee personnel records, insurance records, enrollments, changes, and terminations.
- Processes employee benefit payment requests, administers worker's compensation claims, maintains related data, and prepares related reports.
- Assists with the administration of employee benefits.

#### **Accounts Payable**

- Prepares vendor invoices for presentation to the Manager(s) for approval for payment.

#### **Customer Accounts Receivable**

- Maintains the customer address programs required for bulk mail discounts.
- Co-administers new customer accounts, service applications, transfer of services; Coordinates with appropriate departments.

#### **Non-Customer Related Accounts Receivable**

- Administers development and miscellaneous billings and payments.
- Ensures that all money owed is promptly paid and that proper proceedings are taken for the security and collection of all claims.

#### **Banking/Accounting**

- Maintains the bank reconciliation system in the financial software and the bank on-line system. Prepares bank reconciliations for approval, files when complete.
- Maintains subsidiary ledger for post office bill postage account.

### **Additional Duties/Projects**

- Enters waste disposal reports and circulates to the appropriate parties.
- Administers no-lien letters, liens, Act 1 notifications, bankruptcies, sheriff sales and foreclosures; Interfaces with outside professional offices.
- Assists with courthouse research.
- Tracks development trends and produces reports for distribution.
- Assists with inspection reporting and customer correspondence.
- Monitors resources and publications relative to citizen and customer changes.
- Assists in providing citizens and customers information regarding public services.
- Provides public records and information to citizens, civic groups, the media, and other agencies as requested; Serves as the Right-To-Know Officer.
- Responsible for coordinating maintenance for office technology.
- Administers non-cellular telephone account.
- Maintains key control of property.
- Trains field crew employees on meter reading system; Serves as back-up for meter readings.
- Coordinates destruction of records in accordance with PA Records Retention Act.

### **General**

- Works alongside the Administrative Assistant/Billing Technician I and as a general backup to the Billing Coordinator when these employees are unavailable.
- Enforces the Rules and Regulations and Resolutions of the Authority.
- Attends approved seminars, workshops and other educational classes related to position.
- Performs other duties as assigned.
- Receives, stamps, and distributes incoming mail, electronic mail, facsimiles and processes outgoing mail.
- Receives the public's telephone calls, emails and citizen visits concerning utility billings or other public services and answers questions; Responds to complaints and inquiries from citizens and others and refers, when necessary, to appropriate persons.
- Maintains interoffice filing system.
- Makes routine decisions regarding customer/citizen concerns consistent with position.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) This is an entry level position.
- (B) Graduation from high school.
- (C) Graduation with an associate degree in business management or accounting is preferred.
- (D) Holds or is willing to obtain a PA Notary Public license within 6 months of Employment or upon notice from a Supervisor that the license is necessary.

#### **Necessary Knowledge, Skills, and Abilities:**

- Working knowledge of the principles and practices of modern public administration
- Extensive knowledge of office practices and procedures
- Extensive knowledge of spelling and grammar practices
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure
- Ability to accurately record and maintain records

- Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public
- Ability to communicate effectively in writing and verbally
- Working knowledge of computers and electronic data processing
- Working knowledge of governmental accounting principles and practices
- Ability to perform arithmetic computations accurately and quickly using Microsoft Excel
- Ability to work under pressure with frequent interruptions
- Ability to perform cashier duties accurately
- Ability to work with angry or difficult customers
- Ability to effectively meet and deal with the public
- Ability to handle stressful situations
- Ability to handle multiple tasks simultaneously
- Skill in operating listed tools and equipment

#### SPECIAL REQUIREMENTS

Must be bondable and possess a Valid State Driver's License.

#### TOOLS AND EQUIPMENT USED

Personal computer, including all Microsoft Office applications, accounting software, copy machine, postage machine, fax machine, 10-key calculator, electronic meter reading device and tape recorder.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and hear. The employee is occasionally required to walk and climb stairs; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, computer work, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

#### SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, job and other related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, relative or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a full-time, hourly position.

Effective Date: February 12, 2024

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Revision History:

**Revised:**