

The Borough of Manor is seeking applicants for the full-time position of Administrative Assistant within the Borough Administrative Offices at 44 Main Street, Manor, PA 15665. High School Diploma or GED Equivalent required. Applicants must possess excellent administrative / secretarial / clerical skills. Applicant must have a working knowledge of QuickBooks and Microsoft Office. A complete job description follows. This is a salary position with a full benefit package. Work hours are 8:00 am to 4:00 pm weekdays; individuals will also be required to attend monthly evening Council meetings. Pre-employment drug testing and a background investigation will be conducted. Applicant must demonstrate an attention to detail, accuracy and maintain confidentiality at all times. Interested individuals should email a cover letter, resume and references to Borough Manager Joseph Lapia at [boroughmanager@manorborough.com](mailto:boroughmanager@manorborough.com) by 3:00 pm February 2, 2024. All questions are to be emailed to Mr. Lapia. All Borough employees must possess a positive attitude, high ethics, and strong integrity. Manor Borough is an Equal Opportunity Employer.

## **Administrative Assistant (Full Time)**

The administrative assistant reports to the Borough Manager and supports Borough Officials in the following roles:

### **General Responsibilities:**

- Performs various general office functions such as typing correspondence, answering phones, and assisting with customer relations issues.
- Prepares, files and maintains necessary reports and records
- Maintains office supplies
- Maintains the petty cash fund
- Prepares Lien Letters
- Liquid Fuels Reporting
- Attend Council Meetings and take meeting minutes

### **Accounts Receivable:**

- Collection of fees from borough residents as necessary.
- Balancing of daily receipts
- Prepares and makes bank deposits as needed.

### **Accounts Payable and Bank Reconciliation:**

- Accurate and timely paying of invoices from vendors.
- Posting appropriate ledger accounts.
- Reconciliation of all bank statements.
- Prepares treasurer reports.

### **Payroll:**

- Maintain the Borough time clock.
- Preparation and submission of payroll.
- Submission of quarterly UC payments.
- Record and maintain leave balances and wage rates.
- Maintain and process employee reimbursements for medical deductibles.

Subject to the powers and duties of the Borough Manager with regard to general administration of all Borough business vested in the Borough Manager, the Administrative Assistant shall perform such other duties and functions, as from time to time, are established by Borough Council and the Borough Manager.

### **Job Requirements:**

- Must be proficient in the use of Microsoft Office Suite.
- Must have experience using QuickBooks.
- Must have excellent written and verbal communication skills.
- Should be able to work independently with little or no supervision.
- Must have excellent customer service skills.

### **Education and Experience:**

- High school diploma.
- Three to Five years' experience in an administrative type of roll.

This position is a full-time salaried position with benefits. Manor Borough is an Equal Opportunity Employer.