



Borough of Reynoldsville

Job Description

Borough Secretary / Treasurer

Position Title: Borough Secretary / Treasurer

Reports to: Borough Council

Job Type: Full-Time, Exempt

Compensation: \$48,000-\$58,000

Union: Non-union

Location: In-Person, Reynoldsville Administration Offices

Position Summary

The Borough Secretary / Treasurer is an appointed officer of the Borough, serving at the pleasure of Borough Council in accordance with the Pennsylvania Borough Code. The positions of Secretary and Treasurer are combined into a single role, a structure permitted by law, and may not be held by the Mayor or any sitting Council member.

As the primary administrative and fiscal officer until such time as a Borough Manager position is created and filled, the Secretary / Treasurer is responsible for maintaining the Borough's official records, ensuring transparency in public governance, managing the receipt and disbursement of Borough funds, and supporting Council in carrying out its legislative and policy functions. This position requires close coordination with elected officials, auditors, and other municipal officers to ensure compliance with statutory requirements, fiscal integrity, and efficient operations.

The Secretary / Treasurer must consistently comply with the Pennsylvania Borough Code, especially Title 8 (Boroughs and Incorporated Towns), including §§ 1005 (powers of council) and 1106 (Treasurer duties and bonding). The position is also subject to any borough-specific ordinances that formalize appointment, bonding, or compensation procedures, as may be adopted by the Borough Council.

This position reports directly to Borough Council and works collaboratively with Council, Mayor, auditors, and any future Borough Manager / Fiscal Director to ensure administrative and financial integrity.

Essential Duties and Responsibilities

Secretary Duties

- Prepare and maintain minutes of all Borough Council and committee meetings in accordance with the PA Borough Code.
- Compile and prepare Borough Council meeting agendas, incorporating topics submitted throughout the month.
- Post public notices and meeting agendas in compliance with the Sunshine Act.
- Respond to Pennsylvania Right-to-Know Law requests in a timely and compliant manner.
- File and organize Borough documents for efficient retrieval and long-term preservation.
- Maintain official Borough records, including ordinances, resolutions, contracts, and agreements.
- Assist the Code Enforcement Officer with the processing of permit applications and related documentation.
- Maintain rosters and project lists for Borough committees and special initiatives.
- Have or be willing to obtain a Notary Certification within 6 months of hire.
- Pick up and distribute Borough mail from the Post Office.

Treasurer Duties

- Enter bills into accounting software to ensure accurate and current financial records.
- Prepare monthly Treasurer's Reports for review by Borough Council.
- Make timely bank deposits and maintain organized, auditable financial files.
- Ensure timely and accurate invoicing for shared services and reimbursements.
- Assist in the annual budgeting process by preparing draft figures and monitoring expenditures.
- Maintain schedules for bids and quotes related to Borough contracts and services (ex. trash collection, landscaping, snow removal, cable contracts).
- Submit annual financial reports to the Pennsylvania Department of Community and Economic Development (DCED), including the State Fund MS965 report.
- Coordinate with independent or elected auditors for end-of-year audits.
- Maintain documentation for PennDOT audits and Federal Highway Administration (FHWA) reporting.
- File and maintain the Borough's Grant accounts for awards (SAM, ECMS, .GOV).

Community Outreach

- Serve as a primary point of contact for Borough residents and non-residents, providing information and assistance regarding services, ordinances, and procedures.
- Draft and distribute a quarterly Borough newsletter, maintaining an up-to-date mailing list and engaging content for residents and stakeholders.
- Retrieve and respond promptly to phone calls, emails, and written correspondence.
- Coordinate updates to the Borough website, electronic signs, social media feeds, and other public communication platforms.
- Assist Borough committees and facilitate communication between committees and Borough Council.
- Prepare and submit grant applications and required reports.

General Administration

- Work with insurance provider(s) on updates, renewals, and claims.
- Oversee document archiving and coordinate scanning/digitization projects.
- Track and follow up on bid and quote schedules for Borough.
- Oversee the Request for Proposals (RFP) process for goods and services in compliance with the Pennsylvania Borough Code, ensuring transparency, fairness, and proper documentation.
- Provide administrative assistance to support Council directives and committee initiatives.
- Attend training sessions, conferences, and professional development events as approved by Borough Council; limited travel may be required, including occasional overnight stays.
- Perform other related duties as assigned by Borough Council.
- Maintain the Borough park calendar and coordinate facility use, as needed.

Qualifications

- High school diploma or equivalent.
- Proven experience in administration and recordkeeping. Experience working in a Pennsylvania municipal government or public-sector finance setting is preferred.
- Basic financial / accounting skills - handling of money, ledger tracking.
- Strong organizational, communication, and attention-to-detail abilities.
- Possession of a valid Pennsylvania driver's license.

Knowledge Skills and Abilities

- Strong knowledge of basic accounting principles, budgeting, and public-sector financial management.
- Knowledge of the Pennsylvania Borough Code and applicable municipal laws and regulations.
- Knowledge of municipal meeting procedures, including agenda preparation, minutes recording, and Sunshine Act requirements.
- Knowledge of office administration practices, records retention, and digital filing systems.
- Knowledge of public communication methods, including newsletters, websites, and official notices.
- Strong skill in clear and professional written communication, including reports, correspondence, and meeting minutes.
- Strong skill in customer service and interpersonal relations to interact effectively with residents, officials, and outside agencies.
- Skill in operating accounting software such as QuickBooks and Microsoft Excel for accurate recordkeeping.
- Skill in organizing and prioritizing work to meet multiple deadlines.
- Skill in grant application preparation and basic data reporting.
- Strong ability to demonstrate high ethical standards in all decisions, actions, and interactions, ensuring integrity in public service.
- Strong ability to establish and maintain effective working relationships with associates, governmental agencies, vendors, and the general public.
- Ability to interpret and apply laws, regulations, policies, and procedures relevant to Borough operations.
- Ability to maintain confidentiality of sensitive and legal matters.
- Ability to work independently with minimal supervision while exercising sound judgment.
- Ability to manage multiple projects and tasks with attention to detail and accuracy.
- Ability to adapt to evolving municipal priorities, including potential collaboration with a future Borough Manager role.

Compensation and Bonding

Compensation, benefits, and administrative support shall be determined by Council resolution or ordinance. Arrangements for the fidelity bond are to be made by the Borough as directed by Council.

Physical Requirements

This position operates within a standard office environment during regular working hours. Responsibilities include occasional lifting of up to 25 pounds, such as files, records, or office supplies. The role also requires strong visual acuity for reviewing financial documents, spreadsheets, and computer screens. Daily tasks may involve navigating the office to file and retrieve documents, as well as attending meetings.

Reasonable accommodations provided as needed.

Tools and Equipment

The Borough Secretary/Treasurer uses a variety of standard office and administrative tools to perform daily duties, maintain records, and manage financial processes. These include, but are not limited to:

- Office Equipment: Desktop and laptop computers, multifunction printers/copiers/scanners, telephones, fax machines, and postage meters.
- Software and Digital Tools: Accounting software (ex. QuickBooks), Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), email systems, website content management platforms, and digital file storage / archiving systems.
- Communication Tools: Two-way radios (if applicable), mobile phones, and voicemail systems.
- Meeting and Presentation Tools: Projectors, conference and video call systems, microphones, and audiovisual equipment for Council and committee meetings.
- Recordkeeping Tools: Filing cabinets, binders, folders, and scanners for physical and digital document management.
- Field Tools (as needed): Ability to retrieve mail from the Post Office, deliver documents to municipal offices, or inspect signage and public notices.

This equipment is essential for the accurate execution of administrative, financial, and public service responsibilities, and the Secretary / Treasurer is expected to maintain proficiency in its use and ensure proper care and security of all tools and resources.

Selection Guidelines

Formal application, review of education and experience, oral interview, background investigation including criminal history, credit history, drug test, final selection.

Probationary Period

Any person appointed to the position shall be subject to a six-month probationary period. Borough Council shall evaluate the adjustment, performance, and conduct to determine whether such probationer is fully qualified for permanent appointment.

Equal Employment Opportunity Statement

The Borough of Reynoldsville is an Equal Opportunity Employer. We encourage applications from individuals of all backgrounds and experiences.

How to Apply

A completed job application, resume, and cover letter should be submitted by e-mail to search@kafferlinstrategies.com or by regular mail to Borough of Reynoldsville, 460 East Main Street, Suite 5, Reynoldsville, PA 15851 by **October 1, 2025**. Inquiries may be directed to the same.