

BOROUGH OF TYRONE

APPLICATION FOR EMPLOYMENT

The Borough of Tyrone is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Initial	
Address		City, State, ZIP	
Telephone Number(s)			
If you are under 18 years of age can you provide required proof of your eligibility to work?			
Have you ever been employed with us before?		Do you have a current and valid Driver's License?	
		Yes	No
Are you currently employed?	May we contact your present employer?	Have you been convicted of a felony within the last seven years?	
		Yes	No
Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?			
Proof of Citizenship or Immigration Status will be required upon employment.			
On what date would you be available for work?		Are you currently on "lay off" status or subject to recall?	
Are you available to work Full Time?	Part Time?	Shift Work?	Temporary?
EDUCATION:			
Name & Address of School	Course of Study	Years Completed	Diploma/Degree

Describe any specialized training, apprenticeship, skills and/or extra curricular activities (include any job-related training received in the United States Military)

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments, current military service status, and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer's Name, Address and Phone No.:	Dates Employed From: To:	Hourly Rate/Salary Starting: Final:
Supervisor's Name:	Reason For Leaving:	
Job Title:		
Duties:		
Employer's Name, Address and Phone No.:	Dates Employed From: To:	Hourly Rate/Salary Starting: Final:
Supervisor's Name:	Reason For Leaving:	
Job Title:		
Duties:		
Employer's Name, Address and Phone No.:	Dates Employed From: To:	Hourly Rate/Salary Starting: Final:
Supervisor's Name:	Reason For Leaving:	
Job Title:		
Duties:		
List professional, trade, business or civic activities and offices held:		

APPLICANT'S STATEMENT

I certify the answers given in this application (and accompanying résumé, if any) are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

**BOROUGH OF TYRONE
JOB DESCRIPTION**

TITLE: DIRECTOR OF FINANCE

FLSA STATUS: EXEMPT

LOCATION: TYRONE BOROUGH MUNICIPAL BUILDING

GENERAL DESCRIPTION:

Under policy direction, plans, organizes and directs the activities of the Finance Department; manages and directs the provision of investments, financial analysis and budgeting, accounting, billing, payroll, risk management and grant administration. This position supervises three subordinate employees of the finance department.

REPORTS TO: BOROUGH MANAGER

SUPERVISES: BOOKKEEPER, ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE

RESPONSIBILITIES:

- Assists in preparation of annual budget by summarizing past expenditures, estimating costs of future need, computing expected revenues and organizing data into required reporting format.
- Provides assistance to the Borough Manager in the development of operating and capital budgets, long-term fiscal programs, related budgetary and administrative analyses and short- and long-range planning.
- Maintains payroll and benefit records for all borough employees utilizing current software systems.
- Collects and receives all taxes and other money due or receivables by the municipality.
- Reconciles checking accounts, balances bookkeeping records, and assures that necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.
- Prepares fiscal reports for Borough Manager periodically and upon request.
- Serves as the Deputy Treasurer and Deputy Tax Collector/Real Estate Taxes.

- Provides custody of fidelity bonds of officers and employees, except his or her own, which shall be in the custody of the Borough Manager, and provides custody of all deed, mortgages, contracts, judgments, notes, debts, securities, bonds, insurance policies and other forms of negotiable instruments owned by the municipality.
- Prepares various reports required by state and federal governments and by insurance carriers.
- Maintains financial records in accordance with a retention schedule of items such as, bids, contracts, road repairs, official actions and incidents.
- Monitors and manages the operation of various state or federal grant projects or programs by explaining program operations to participants, expending funds in accordance with the grant contract, and maintaining records on project status and disposition of funds.
- Pays bills and other obligations upon approval from council, scheduling payments to the borough's advantage by observing due dates, discount periods, and maturity dates of invested funds.
- Supervises the lease, rental, sale or other use of property not used by other municipal units.
- Maintains an inventory control system for all real and personal property.
- Maintains computer services and budgetary records for all unit of the municipal government.
- Performs other such duties as assigned by Borough Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of public administration.
- Knowledge of fiscal policies and procedures applicable to municipal finance administration.
- Knowledge of modern office practices and procedures.
- Knowledge of bookkeeping principles and procedures.

- Ability to effectively motivate and direct the activities of other employees, explain and justify borough problems and needs to the Borough Manager, and deal conscientiously, fairly, and diplomatically with all public requests.
- Ability to learn and apply numerous rules, regulations, and laws under which the borough operations must be conducted.
- Ability to work effectively with borough staff and officials, other government officials, business associates and the public.
- Ability to develop and set up procedures for the office activities to be performed.
- Ability to assemble, organize, and present status information from various source materials concerning the operation of a process or office activities.
- Ability to proofread information for compliance with specific administrative or procedural rules.
- Ability to organize work in a manner which insures smooth processing and accomplishment of priority items on schedule.
- Ability to communicate effectively, orally and in writing.

EXPERIENCE AND TRAINING

- A bachelor's degree in public administration, business administration or a related field which included course work in bookkeeping or accounting.
- One year of experience in the administration of business or a public agency.
- Any equivalent combination of education and experience.

PHYSICAL AND MENTAL DEMANDS

- While performing the duties of this position, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hand and fingers, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data,

information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with borough council members, management, staff, representatives of agencies, outside auditors, officials of other governmental agencies and the public.

WORK ENVIRONMENT

- The employee works under typical office conditions, and the noise level is usually quiet.