CITY OF FRANKLIN, PA **POSITION DESCRIPTION**

NAME:
JOB TITLE: Office Assistant
DEPARTMENT: Development
FLSA STATUS: Competitive

Supervision Received From: Supervision is **typically** received from the Development Director and City Manager.

General Statement of Duties: Provides clerical and receptionist services, financial bookkeeping, loan accounting, and administrative support necessary in the day to day operations of the Venango Area Industrial Complex (VAIC), and, when requested, assistance to other facets of the Franklin Development Department.

Job Features: A front line clerical/administrative support position under the direct supervision of the Franklin Development Director and the City Manager.

Essential Functions Include:

- Financial accounting of all financial transactions, including Accounts Payable, Accounts Receivable, loan pool accounting and billing for multiple funding streams, investment tracking, and providing related financial reports and records, as requested, by the Development Director, City Manager, and/or members of the Franklin Industrial & Commercial Development Authority Board.

- Preparation of checks and timely payment of all bills and ensuring that proper accounting procedures are followed, including reconciling of all accounts and petty cash funds.

- Assisting with banking-related duties, as necessary.

- Assisting with and participating in all audits of the yearly or programmatic financial records of the Franklin Industrial & Commercial Development Authority.

- Assisting the Development Director and Facilities Coordinator with the development of the annual budget.

- Proper recordkeeping and tracking of all lease agreements, including tenants' leases, tenant's insurance coverages, equipment leases and service agreements.

- Front office receptionist duties, including greeting the public, responding to questions, and answering the phone, processing and distributing mail.

- Typing correspondence, memos, lease agreements, and other documents, as requested by the Development Director.

- Efficient and orderly office files maintenance.

- Oversight of the facility's key log, including issuance, record keeping and retrieval.

- Inventorying and ordering office supplies in a cost-efficient manner.

- Assisting the Development Director with marketing available space and other program initiatives of the VAIC and the community at large. This will necessitate website upkeep and social media posts and monitoring that accomplish the marketing task at hand.

- Preparation of FICDA Board meeting packets and any other meeting duties requested.

- Assisting the Development Director with business outreach, as requested.

- Attending related training and relevant meetings, as requested by the Development Director or City Manager. This may include out of town or in town travel.

- Maintain a good working relationship with relevant facility tenants and all other City Departments and personnel.

- Any other duties as requested by the Development Director or City Manager.

Required Knowledge, Skills and Abilities:

- Excellent work ethic and verbal and written communication skills are required.
- Experience in developing all accounting records (annual budget, forecasts, balance sheets and profit and loss statements).
- Must be proficient in QuickBooks and all Microsoft Office programs.
- Excellent interpersonal skills are required, as this is a front line position that deals with the public, current and prospective tenants, and economic development partners.
- Must possess strong computer and organizational skills, with the ability to multi-task.
- Must possess a willingness to learn new responsibilities.
- General knowledge of IT equipment and some experience in social media and website maintenance.
- Must be able to fully understand and perform under the purpose and mission of the Franklin Industrial & Commercial Development Authority.

Basic Qualifications:
High school graduate or equivalent is required. At least two years of accounting experience is required. In addition, an Associates Degree in Accounting or a Business Education Certificate is considered a plus, as is experience in marketing and economic development. Must possess a valid Pennsylvania driver's license.

Physical Demands:
While performing the duties of this job, the employee is regularly required to sit, stand, walk, climb stairs, work on a computer, read, answer the phones, and occasionally drive. Sensory abilities, including speaking, hearing, seeing (20/20 vision or corrected vision) and visual acuity depth perception, are also required.

I have read the above description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee Date

Signature of Supervisor/HR Representative Date

The City of Franklin has an opening for a strong, multi-tasking person to provide administrative support functions that further the aims of the Franklin Industrial & Commercial Development Authority (FICDA). Applications and/or resumes, along with a cover letter, for this front line position should be addressed to the City Manager's Office, 430 – 13th Street, Franklin, PA 16323 and will be accepted until 4:00 PM, Friday, June 28th.