

MONTOUR COUNTY

Job Description

Job Title: Assistant Chief Clerk/Bookkeeper
Department: Commissioners Office
Reports to: Chief Clerk/Commissioners
Preparation Date: July 2026

Summary: Requires skills in the application of various bookkeeping principles and practices. The position involves reviewing, processing and recording financial procedures and preparation and oversight of the annual budget.

Essential Duties and Responsibilities:

1. Maintains financial records on the County general ledger system; prepares monthly, quarterly and annual reports and reports for state/federal agencies when required
2. Prepares annual budget in coordination with the Chief Clerk and keeps Commissioners/Chief Clerk apprised on ongoing expenditures and receipts
3. Reviews, prepares and issues vendor payments.
4. Serves as risk manager for the Pennsylvania Workers Comp Trust; processes workers compensation reports
5. Serves as Chair of the County Safety Committee, overseeing six Safety Committee meetings each year
6. Applies for and manages safety improvement grants through PComp and PCorp insurance programs
7. Prepares annual Liquid Fuels budget and related reports
8. Assists with election preparation and tasks
9. Responsible for Retirement Fund payroll processing; reconciles Retirement Fund checking account
10. Assists with employee payroll functions as needed
11. Performs duties of Chief Clerk in the absence of Chief Clerk
12. Assists Emergency Management Agency during emergencies
13. Performs other duties as directed by Chief Clerk/Commissioners

Supervisory Responsibilities:

Supervises Commissioners Office staff in the absence of Chief Clerk

Education and/or Experience:

Bookkeeping/Accounting background

Up to two years of general office experience

Language Skills:

Ability to effectively present information and respond to questions from local, state and federal officials and from the public.

Reasoning Ability:

Ability to define problems, collect data and interpret an extensive variety of technical instructions in mathematical forms.

Physical Demands:

This work involves performing detailed work, proofreading.
Some standing and lifting related to testing election equipment

Work Environment:

Work is performed generally in an office environment. Some occasional travel, including overnight, for training

Updated 7/13/2026