

FINANCE OFFICER REQUIREMENTS & RESPONSIBILITIES

Overview: The Finance Officer is responsible for the management and administration of Cheltenham Township's tax finance office.

Eligibility requirements: To qualify for election or appointment as finance officer board, a candidate must meet the following requirements

- Be at least 18 years old by the November election
- Be a citizen of Pennsylvania
- Not have any felony or misdemeanor convictions related to dishonesty or moral turpitude
- Be a registered Democrat (*Only applies if the candidate is seeking endorsement by the Cheltenham Democratic Committee*)
- Obtain nominating petition signatures from 10 Democratic voters who reside in Cheltenham (*Only applies if the candidate is seeking endorsement by the Cheltenham Democratic Committee*)

Responsibilities:

- ✓ Billing, processing, and monitoring of payments for township, county, community college, and school taxes.
- ✓ Issuance, auditing, and monitoring of business privilege and mercantile tax returns.
- ✓ Disbursement of earned income and local service taxes to the township
- ✓ Working and providing a conduit for township residents with their issues regarding (but not limited to) tax payments, history, billings, senior citizen rebates, and veterans' exemptions
- ✓ Working with township and school district administrations, as well as their governing bodies, to ensure a productive positive operation of the tax office.

Term: 4 years