

Middletown Borough

Finance Supervisor Needed

Middletown Borough, Dauphin County, Pennsylvania is looking for a full-time Finance Supervisor for the Finance Department. General job responsibilities include the management of accounting functions, and perform a variety of tasks to include payroll, benefits, general ledger, accounts payable, banking and tax compliance; perform related administrative support tasks to assist with efficient processing of financial data.

This is an exempt position of 40 hours per week and pays \$28.85/hour. Must have excellent oral and written communication skills. The successful applicant must be able to use Word and MS Excel, as well as learn other computer systems. Applicants must be able to pass a criminal background check.

Applications may be mailed to the Borough Secretary, 60 W Emaus Street, Middletown, PA 17057 or sent electronically to jobs@middletownborough.com. Applicant information will be kept confidential.