

Township Secretary and Assistant Treasurer - Full-time: Monaghan Township seeks applicants to perform secretarial and accounting duties, including but not limited to word processing, spreadsheets, cash receipts, petty cash, answering and screening phone calls greeting and helping the public. Responsible for updating and maintaining the Township website. Responsible for preparing Township newsletter. Must attend evening meetings to take and transcribe minutes. Must be well-spoken, organized, individual who can work with the public. Must be proficient in the use of Microsoft Office software and QuickBooks. Minimum five years' experience working in an office environment. Comprehensive benefits/Competitive Salary offered. Must have a valid PA driver's license. Background, credit checks and ability to get a surety bond required. Previous Municipal experience preferred but not required. Salary range \$15.00 to \$18.00 per hour.

To apply for this position, contact Linda Altland at Monaghan Township by calling (717) 697-2132 or via email at monaghtownship@comcast.net.

DISCLAIMER:

The statements listed above are intended to describe the general nature and level of work being performed by the person in the position of Township Secretary and Assistant Township Treasurer. They are not intended as an exhaustive list of all responsibilities, duties and skills required to perform the job. The omission of specific statements of duties does not exclude them from the position if the work required is similar, related or a logical assignment to the position.