

**Position: Secretary/Treasurer**

**Location:** Jones Township, PA

**Company:** Jones Township

**Job Summary:** We are looking for a dedicated and organized full-time Secretary/Treasurer (35 to 40 hrs per week) to join our team. The ideal candidate will have a strong accounting background and be proficient in QuickBooks and Microsoft Office and must be bondable. Salary dependent on experience.

**Key Responsibilities:**

- Maintain financial records and manage bookkeeping.
- Prepare and process payroll.
- Handle accounts payable and receivable.
- Assist with budget preparation and financial reporting.
- Perform administrative tasks such as scheduling meetings, managing correspondence, maintaining records, and minutes (supervisor and recreation board).

**Requirements:**

- Proven experience in an accounting role.
- Proficiency in QuickBooks and Microsoft Office (Word, Excel, Outlook).
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Good communication and interpersonal skills.

**How to Apply:** Please send your resume and cover letter to Jones Township Supervisors with "Secretary/Treasurer Application" in the subject line or written on the envelope. Send to [laurie@jonestownship.com](mailto:laurie@jonestownship.com) or mail to PO Box 25, Wilcox, PA 15870.

**Application Deadline:** February 28, 2025

EOE

The Jones Township Board of Supervisors is seeking a dedicated and organized full-time Secretary/Treasurer to join our team. The ideal candidate must be bondable, have a strong accounting background and be proficient in Quickbooks and Microsoft Office products. Salary dependent on experience. To apply send your resume and cover letter to Jones Township Supervisors, PO Box 25, Wilcox, PA 15870 or email to [laurie@jonestownship.com](mailto:laurie@jonestownship.com) with "secretary/treasurer application" in the subject line. Jones Township is an EOE. Application deadline is February 28, 2025.