

## **EMPLOYMENT OPPORTUNITY TOWNSHIP SECRETARY/TREASURER**

The Rye Township Board of Supervisors is seeking qualified applicants to serve in the full-time position of Secretary/Treasurer. Rye Township is a small, rural Township with a population of 2,263 currently employing three full-time persons. This appointed person serves at the pleasure of a 3 member Board of Supervisors in accordance with the PA Second Class Township Code.

The successful candidate must possess a valid PA driver's license, must submit to a background check, and must be able to secure a bond with a surety company for an amount of no less than \$275,000. An Associate's degree and experience in accounting is ideal along with responsible experience in office administration and municipal government. A high school diploma is required. Proficient knowledge of Microsoft Office programs is required along with basic accounting skills. Candidate must have excellent communication and organizational skills with attention to details.

Salary is commensurate with education, skills and relevant experience. Rye Township offers a competitive benefit package. Interested candidates may request an application by contacting the Township at [ryetwp@ptd.net](mailto:ryetwp@ptd.net) or 717-957-2348. The application along with a brief resume may be dropped off or emailed to Rye Township at: [ryetwp@ptd.net](mailto:ryetwp@ptd.net). Rye Township is an equal opportunity employer.