

RYE TOWNSHIP
SECRETARY/TREASURER

The Rye Township Board of Supervisors is seeking a qualified individual to fill the full-time position of Secretary/Treasurer. The position is responsible for all Township financial management and secretary functions within the Township office. An Associate's degree or equivalent experience in accounting is ideal along with experience in office administration. A criminal background check is required.

A qualified candidate will possess the following:

- A high School diploma or equivalent
- PA driver's license
- Ability to secure a bond with a surety company for an amount of no less than \$275,000.
- Knowledge of accounting principles and financial management
- Knowledge of payroll accounting and required tax reporting
- Excellent communication skills and attention to detail
- Proficiency in Microsoft Office Applications to include Microsoft Word and Excel. Knowledge of Microsoft Publisher would be a plus.
- Ability to record accurate meeting minutes
- Availability in evenings to attend monthly Board of Supervisors' meetings
- A willingness and motivation to learn

Experience in municipal government preferred, but not required.

Salary dependent upon experience and qualifications.

Rye Township offers a competitive benefit package:

- Health Insurance
- Vision
- Dental
- Paid Time Off
- Retirement Plan

Interested candidates may request an application by contacting the Township at 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. Three references required. Rye Township is an equal opportunity employer. (EOE)