

## **Part Time Treasurer/Secretary – Borough of McSherrystown**

### **We seek a Professional who:**

Demonstrates experience working with municipal governments and a sound understanding of municipal finances. The selected candidate must have a strong background working with Quickbooks and Microsoft Office Suite. The selected candidate must also have the ability to work with other staff members, elected officials, tax collector, banks, other outside agencies and individuals as necessary.

The ideal candidate must also be able to work independently and as part of the team. Must exercise good critical thinking skills, budget development skills, time management skills, strong computer skills, as well as the ability to deal effectively with employees and the public.

### **A broad overview of your duties includes but is not limited to:**

- Payroll, payables, receivable, tax preparation and collection, budgeting, loans, and annual audit.
- Maintains all official Borough records, ordinances, and resolutions.
- Responsible for assisting the Manager with annual licensing and budget preparation.
- Take accurate minutes of public meetings.
- Greet and assist visitors to the office.
- Serve as backup to update Borough website and social media as needed.
- Serve as alternate Open Records officer.

### **Position Requirements:**

- Experience working in a municipality or government office (preferred).
- A Bachelor's Degree (preferred) in accounting, business administration or a related field along with a minimum of five (5) years of progressively responsible work experience. Applicable work in a governmental setting is a plus.
- Experience with Quickbooks (required).
- Proficient in Microsoft Office Suite (required).
- Excellent organization, planning and communication skills.
- Positive attitude and ability to work well with others.
- Good at building relationships within the organization and externally.
- Flexibility to work some evenings for Council meetings (approx. 2/month).
- Strong problem-solving and reasoning skills.
- Self-motivated with a positive and professional approach.

**Interviews conducted on a rolling basis. Start date as soon as possible.  
Email or mail resume, cover letter & minimum of 3 professional references to  
Chief Michael Woods at: [manager@mcsherrystownboro.org](mailto:manager@mcsherrystownboro.org) or 336 Main Street  
McSherrystown, PA 17344**

The Borough of McSherrystown is an Equal Opportunity Employer that does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.

Pre-employment drug testing and extensive background investigations will be conducted and the successful candidate must be able to be bonded.