

Eldred Township Secretary Position

Part-time, 20 hours per week

Salary for qualified applicants is \$1,350.00 per month.

Responsibilities:

Attend monthly meetings, take notes, and create the official written meeting minutes

Create the monthly financial report

Communicate with officials to disseminate information

Complete and file all mandatory reports

Pay bills

Pay employees

Pay payroll taxes and file quarterly payroll tax returns

Answer the phone

Write letters

Other duties as assigned

Qualifications:

Honest and dependable

Proficient in QuickBooks and Microsoft Office

Familiarity with computers and office equipment

Strong time management skills

Ability to work in a fast-paced environment with regular interruptions

Knowledge of government coding is a plus

Please submit a cover letter, resume, and a letter of recommendation to Eldred Township, 3441 Route 36, Brookville, PA 15825 or email to EldredTwp22@gmail.com. This position will be advertised until filled.