

Part Time Borough Treasurer

Mahanoy City is accepting applications for the position of Part Time Borough Treasurer until September 4, 2023. Duties include but are not limited to maintaining all municipal funds, deposits, transfers and accounts payable. The Treasurer is expected to assist in the preparation of the annual financial reports, capital improvement program and annual budget.

Position Requirements:

- Accounting degree or experience in lieu of education
- Proficiency in QuickBooks a must.
- Ability to prepare accurate financial reports
- Ability to communicate effectively
- Good organizational skills; detail oriented; takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively and meet deadlines
- Familiarity with municipal accounting a plus.
- Honesty, reliability, discretion, and good judgement essential

Salary commensurate with knowledge and experience. Submit resume and cover letter via mail to Mahanoy City Borough, 239 East Pine Street, Mahanoy City, PA 17948, Attn: John Fatula, Borough Manager or email to mcboromanager@ptd.net