**SECRETARY / TREASURER**

**SANDY TOWNSHIP, CLEARFIELD COUNTY**

Sandy Township is seeking a Secretary / Treasurer. This position performs administrative work conducting the daily business activities of the Township. Responsible for all Township financial management and secretary functions including: accounting for all receipts and disbursements in regard to Township funds, payroll, pension disbursements, assists in budget development, financial planning, assists with audits, attends Board of Supervisors meetings, takes official meeting minutes, assists in utility billing and receivables, completes annual reports, and prepares a variety of financial records. The Secretary / Treasurer is responsible for confidential and time sensitive material, must be able to write / send emails and letters on behalf of the Township, distribute correspondence, answer phones, and keep detailed and accurate records of Township business.

An Associate degree in accounting, public administration, or related field or equivalent educational experience required. Bachelor’s degree and 2 – 5 years’ experience preferred. Additionally, must possess a license as a Pennsylvania Notary Public or obtain within 3 months of hire. Salary range is $45,000 - $60,000 commensurate with experience/qualifications. A generous benefit package including health insurance and pension plan is provided. EOE.  Pre-hire criminal background check and drug test are conducted. An application and complete job description can be found [www.sandytownship.net](http://www.sandytownship.net). Interested candidates should send application and resume with references to Shawn Arbaugh, 1094 Chestnut Ave., PO Box 267, DuBois, PA 15801, or email to sarbaugh@sandytownship.net no later than Friday, April 14, 2023.