

Posting: Township Treasurer**Position:** Township Treasurer**Location:** [Old Lycoming Township], Pennsylvania

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Reports to: Old Lycoming Township Board of Supervisors

Full Time : 40 hours per week

Salary: \$55,000-65,000 USD depending upon experience level

Benefits: Medical, Vision, Dental, Municipal Pension plan

Job Summary: We are seeking a highly motivated and detail-oriented individual to join our team as the Township Treasurer. As the Township Treasurer, you will be responsible for overseeing the financial operations of our vibrant community and ensuring the prudent management of public funds. This position offers a unique opportunity to contribute to the growth and development of our township while maintaining financial transparency and integrity.

Key Responsibilities:

- Manage all financial transactions, including tax collection, payments processing, and budgeting.
- Maintain accurate and up-to-date financial records, ensuring compliance with accounting principles and regulations.
- Prepare and present comprehensive financial reports to township officials and auditors on a regular basis.
- Oversee the investment of funds to maximize returns while adhering to the township's investment policy.
- Collaborate with banks and financial institutions to manage accounts effectively.
- Assist in the development and execution of the annual budget.
- Handle payroll processing and benefits administration for township employees.
- Provide financial guidance to other township departments and officials.

- Ensure compliance with all relevant local, state, and federal financial laws and regulations.

Qualifications:

- Bachelor's degree in finance, accounting, or a related field.
- Previous experience in financial management, accounting, or treasury-related roles is preferred.
- Familiarity with Pennsylvania township financial operations and regulations is advantageous.
- Proficient in using financial software and spreadsheets for record-keeping and reporting.
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Effective communication and interpersonal abilities.
- A commitment to maintaining financial transparency and integrity.

Freedom accounting software experience preferred but not required

How to Apply: If you are a dedicated and results-driven financial professional with a passion for public service, we welcome you to apply for the position of Township Treasurer. To be considered, please submit your updated resume, a cover letter detailing your relevant experience, and three professional references to [Amy.Hammaker@oldlycomingtwp.com]. The application deadline is [August 30th, 2023].