

West Sadsbury Township is accepting applications for a part time Secretary/Treasurer. This position reports directly to the Board of Supervisors.

Candidates should be able to work with the public, attend all Board meetings have good communication skills and be proficient with computers, Quickbooks software and Microsoft office, able to maintain Township policies, keeping the Board of Supervisors informed of the Township financial condition, maintenance of Township records, seeing that Township business is properly transacted, liaison between citizens and Supervisors. Past Municipal experience is a plus.

The Township Secretary/Treasurer candidate must be able to be bonded.

If interested in the open position, please send your resume in Attention to the Board of Supervisors West Sadsbury Township 6400 N Moscow Road Parkesburg Pa 19365 or email [westsadsburytwp@westsadsburytwp.org](mailto:westsadsburytwp@westsadsburytwp.org).