

## **Centre Hall Borough is Hiring a Borough Secretary/Treasurer**

**Position Description:** Reports to the Superintendent and is responsible for performing a variety of secretarial and administrative tasks relating to the operation of the Centre Hall Borough. The position is full time, which will require working 40 hours per week. The employee is responsible for performing tasks required by the Borough's administrative infrastructure such as: Preparing Minutes; Managing Payroll; Required to attend monthly Council Meeting and additional meetings as necessary.

**Minimum Qualifications:** The employee must have a high school diploma or equivalent; Be bondable; Comply with any applicable requirements of the Pennsylvania Borough Code; Demonstrates accounting and auditing skills; Knowledgeable of computer programs, to include spreadsheet and data base software programs; Maintains a professional attitude and be able to work effectively with others; Shall possess the ability to learn and satisfy government regulations relating to the operation of the Borough.

**Send Resume to:** Centre Hall Borough, 134 N. Hoffer Avenue, PO Box 54, Centre Hall, PA 16828 or [CHBW@Verizon.net](mailto:CHBW@Verizon.net). Resumes to be received by June 16, 2023.