

Borough of Glen Rock – Secretary/Treasurer

The Borough of Glen Rock is seeking an experienced Secretary/Treasurer with a strong background in municipal government. The Secretary/Treasurer will be responsible for the maintenance of Borough records, properly transacting Borough business, and addressing problems/questions of citizens and/or brought to Council's attention. The Secretary/Treasurer will also prepare and post meeting agendas, maintain and update the Borough website, participate in audits, process Right-to-Know requests, in addition to other related duties.

Successful candidates will be able to demonstrate strong experience working with municipal governments and a sound understanding of municipal finances. The selected candidate must have the ability to work with other staff members, elected officials, elected tax collector, banks, insurance companies, and other outside agencies and individuals.

A qualified candidate will possess the following:

- A high school diploma or equivalent
- A strong background in administration, accounting, financial management, and regulatory reporting
- Proficiency in QuickBooks
- Experience in cash management, financial report writing, and balance sheet reconciliation
- Proficiency in Microsoft Office Applications to include Microsoft Word and Excel.
- Ability to analyze financial data and provide accurate forecasts
- Ability to record accurate meeting notes
- Excellent communication skills and attention to detail

Experience in municipal government preferred, but not required.

The Borough of Glen Rock is an Equal Opportunity Employer that does not and shall not discriminate based on race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

Cover letter, resume, and at least three (3) professional references shall be submitted to:

Glen Rock Borough
PO Box 116
Glen Rock, PA 17327