



## ***Board of Supervisors***

*Kevin R. Kuhn, Chair - Madeleine Carlson, Vice-Chair  
Charles A. Philips - Hugh D. Willig - Jill Green*

**Job Title:** Treasurer

**FLSA Status:** Exempt

**Department:** Finance

**Wage:** \$40.00 per hour

**Reports to:** Township Manager

**Hours:** PT (25-30 hours per week)

### **SUMMARY:**

The Treasurer is responsible for administration of all financial activities, including payroll, recordkeeping, payment of expenses, recording of revenues, financial reporting and other financial related duties. This position reports to the Township Manager.

### **EMPLOYMENT INFORMATION:**

- Part-time, up to 30 hours per week. Flexible schedule between the hours of 9:00am-3:00pm, Monday-Friday. Opportunity for partial remote work.
- Rate of pay is \$40.00 per hour.
- Not eligible for Township benefits except those required by law.
- May be eligible for Paid Time Off (PTO)
- Successful applicant will be subject to a background check

### **ESSENTIAL DUTIES:**

Performs all tasks associated with Accounts Payable function for the Township including the following:

- Processing of all Accounts Payable and Accounts Receivable
- General ledger and bank account reconciliations
- Running and maintaining appropriate reports
- Vendor and file maintenance, including W-9's and Certificates of Insurance
- Completing W-9's as requested
- Completing annual 1099's

Responsible for bi-weekly payroll including the following:

- Submission of payroll for approximately 10 employees
- Account assignment and journal entry preparation associated with payroll
- Personnel file maintenance
- PTO tracking for all employees

Other duties such as the following:

- Completion of required Pennsylvania financial reports
- Journal entries relating to monthly close and account corrections
- Reconciliations for escrow and reimbursement accounts, as well as limited activity bank accounts
- Assistance with preparation of Annual Audit
- Assistance with preparation of Annual Budget
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities are subject to change at any time.

### **QUALIFICATIONS:**

- Associates or Bachelor's degree in accounting or related field, or equivalent on the job experience, as well as 3-5 years' experience in government accounting preferred.
- Knowledge of municipal government operations preferred.
- Knowledge and use of Quickbooks accounting software required.
- Knowledge and use of Microsoft Office (Word, Excel, Powerpoint) is required.
- Exceptional attention to detail, excellent math, analytical and organizational skills.
- Be a self-starter with a sense of personal accountability and ability to work independently with minimal supervision, multi-task and manage time effectively.
- Ability to qualify for a surety bond.
- Must possess a valid driver's license.

Applicants should submit a cover letter, resume, and three professional references in one document to [c.heleniak@charlestown.pa.us](mailto:c.heleniak@charlestown.pa.us). This position is open until filled, with the first review of applicants no later than April 17, 2026.