

Karthus Township is seeking a qualified candidate for its secretary/treasurer position. Position is part time with flexible hours.

Knowledge of QuickBooks and experience with payroll required. Experience with Microsoft Office products and experience working with municipal issues and concerns preferred.

Send resume and 3 professional references to karthauptwp@gmail.com or (367 Market Street, Karthus, PA 16845). Township is willing to train the right candidate.

Position open until filled - first consideration given to candidates who apply by January 30, 2023. E.O.E.