

FINDLAY TOWNSHIP
Full-time Receptionist/Accounting Clerk

Findlay Township, Allegheny County, is seeking a candidate for the position of full-time Receptionist/Accounting Clerk to perform various secretarial duties, general office/accounting duties, and answering inquiries from the public on the telephone and in person. Successful candidate must have word processing skills, accounting knowledge and public service skills. Municipal accounting knowledge is a plus. Benefits include health and dental insurance, vision benefits and matching 401a retirement plan. This is an in office position.

Send resumes to PO Box W, Clinton, PA 15026 or email to tgarrett@findlaytwp.org no later than April 11, 2024

To view the complete job description, visit www.findlay.pa.us. Findlay Township is an equal opportunity employer.