

Finance Director/Secretary Treasurer

East Hanover Township, Dauphin County seeks an experienced Finance Director; for the day to day financial operations, including managing all Township and Authority accounts. Responsibilities include payroll, banking, Accounts Payable, Accounts Receivable. Must. Ability to be bonded, to prioritize & multi-task. 5 years bookkeeping/accounting experience required. QuickBooks Pro experience and knowledge of basic HR required. Send cover letter, resume, job application, salary requirements and three references to East Hanover Township, 8848 Jonestown Road, Grantville, PA 17028; Attention Finance Director Position by January 16th, 2018. Salary commensurate with experience. Applications can be found on <http://www.easthanovertwpcpa.org/> "Resources", "Public Notices".