

Billing & Program Coordinator

The Borough of Greencastle, located in southern Franklin County Pennsylvania, is hiring a Billing & Program Coordinator who will be responsible for computing, preparing and receipting all quarterly water and sewer bills. Additionally, this position is responsible administering various programs affiliated with Borough business. Potential applicants should be very organized, possess excellent communication skills and hold necessary qualifications/certifications for the position. A Business School degree or equivalent work experience is desired. The position is a full time position with benefits. Detailed job descriptions are available in the Borough office and on our website at www.greencastlepa.gov. Sealed applications can be mailed to 60 N. Washington St., Greencastle, PA 17225 with attention to Lorraine Hohl. Applications will be accepted until a qualified applicant is interviewed and hired. Please contact the Borough Manager at 717-597-7143 X101 if you have further questions regarding the details of the position.