BOROUGH SECRETARY- Rankin Borough, PA is accepting applications for a Borough Secretary/Treasurer. The position requires maintaining legally required files in accordance with the Municipal Records Act; processing of payables/receivables, budgeting, financial reporting, and bank account reconciliation using Quickbooks; processing bi-weekly and monthly payroll using a payroll service; attendance at Council meetings with preparation of agendas and minutes; knowledge of employee benefit programs; preparing and filing government reports; processing workers’ compensation claims; and other duties as required. Candidates should have a minimum of three years of experience in an office environment, preferably a government office; graduated high school; knowledge of bookkeeping and accounting practices; computer experience with Word, Excel and e-mailing; able to multi-task within established deadlines and work independently; personal integrity; be courteous and professional in dealing with the general public; and be able to pass a background check. Resumes and a cover letter detailing salary requirements are being accepted at Rankin Borough, 320 Hawkins Avenue, Rankin, PA 15104. Rankin Borough is an EOE