

## **BOROUGH MANAGER/SECRETARY**

**Westmont Borough is seeking an individual to manage the Borough Office and to administer the duties of the Borough Secretary. The individual must be efficient and have excellent organizational and communication skills. The ability to multi-task is an asset in this position. Responsibilities will include Accounts Payable, Accounts Receivable, Payroll, Billings, handling money, attending Council meetings, preparing minutes, preparing budgets, etc. and assuming duties of the Assistant Secretary/Treasurer when needed. Assuming a steady completion of workload in a timely manner is key to success in this position. Preferred that applicant have 5 years management experience, and a Bachelor's Degree. The Borough offers a competitive salary and benefit package. Please send resumes to Personnel Committee, Westmont Borough, 1000 Luzerne Street, Johnstown, PA 15905. The deadline for resumes is Friday, January 11, 2019.**