



PLAINFIELD TOWNSHIP

6292 Sullivan Trail, Nazareth, Pennsylvania 18064

BOARD OF SUPERVISORS

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www.plainfieldtownship.org

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA NOTICE OF POSITION VACANCY FOR TOWNSHIP TREASURER

Plainfield Township, a Second Class Township located in Northampton County, Pennsylvania, is accepting applications for the position of Township Treasurer.

About the Position:

The Township Treasurer is appointed by the five (5) member Board of Supervisors on a year-to-year basis, commencing at the annual reorganization meeting in January. The Township Treasurer is an employee of Plainfield Township, with duties that are both ministerial and discretionary in nature, and reports directly to the Township Manager. This is a non-exempt, hourly, non-union (at-will) position.

Responsibilities:

The Township Treasurer is responsible for, among other duties: receiving all moneys due to the Township and promptly depositing them in a designated depository in the Township's name; keeping distinct and accurate accounts of all revenue, open to inspection by the Board of Supervisors and the public; paying all Township obligations only upon direction of the Board of Supervisors; reconciling all checking and investment accounts on a monthly basis and reporting discrepancies to the Township Manager; processing biweekly payroll and confidentially maintaining payroll records for all Township employees; preparing monthly financial reports for the Board of Supervisors, including expenditure summaries, fund balances, and budget comparisons; preparation of the Annual Budget with the Township Manager; preparing reports required by County, State, and Federal government; attending all regular Board of Supervisors meetings, Budget Workshops, and other required meetings, including those scheduled in the evening; and preserving the account books, papers, and records of the Township Office for transfer to a successor in office.

Qualifications:

Candidates should possess a working knowledge of municipal government and accounting software including QuickBooks, along with proficiency in the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). Strong interpersonal and communication skills, both written and oral, are required, along with the ability to work effectively with Township officials, other government officials, and the public. A BS or BA degree in Accounting or Public Administration, or equivalent relevant experience in public or non-profit administration, is preferred.

Conditions of Employment:

The selected candidate must be able to obtain a public bond from a surety company in an amount determined sufficient by the Board of Supervisors, take an Oath of Office as required by the Second Class Township Code, hold a valid Pennsylvania Driver's License, and comply with the annual financial disclosure filing requirements of the Public Official and Employee Ethics Act. Candidates must also successfully complete a criminal background check, motor vehicle record check, and pre-employment drug screening.

How to Apply:

Interested individuals should submit a letter of interest and resume to:

Paige Stefanelli, Township Manager
Plainfield Township
6292 Sullivan Trail
Nazareth, PA 18064
manager@plainfieldtownship.org

Office hours are Monday through Friday, 8:00 AM to 4:30 PM. The position will remain open until filled. Plainfield Township is an Equal Opportunity Employer.

Sincerely,

Paige Stefanelli
Township Manager
Plainfield Township