

## **SECRETARY/TREASURER**

The Wysox Township Board of Supervisors are now accepting resumes for the position of Secretary/Treasurer. Responsibilities include but are not limited to: payroll, accounts payable, budgeting, meeting preparation, record minutes, and various day to day support operations of the Township. The ideal candidate would possess a degree in accounting, business, finance, or other related field. Knowledge of QuickBooks and Microsoft Office programs preferred. Compensation will be based on skills and experience. Interested persons should send their resume to: Wysox Township, 103 Lake Road, Wysox, PA 18854. You may also submit your resume in person or via email at [secretary@wysoxtownship.org](mailto:secretary@wysoxtownship.org). No phone calls please. Resumes must be submitted by June 15, 2020.