

Job Ad

Company name: York Springs Borough Municipal Authority

Title of position: Municipal Authority Secretary

Position type: Part Time

Location: York Springs Borough

Description of responsibilities:

- Serve as Municipal Secretary and Treasurer, including preparing agendas/packets, attending monthly Board meetings, taking and preparing official minutes, certifying resolutions, and maintaining Authority records and seal.
- Manage billing, collections, revenue accounting, expense payments, financial books, payroll, tax reports, and monthly financial statements for Board approval.
- Act as Open Records Officer: receive, process, and respond to Right-to-Know requests in accordance with Pennsylvania law.
- Handle day-to-day administrative operations: manage emails, phone calls, mail, office supplies, correspondence, filing, and other duties as assigned by the Authority Board.

Required experience:

- Minimum 1-3 years of clerical, secretarial, record-keeping, bookkeeping, financial, or business administration experience.
- Prior municipal or government experience is preferred but not required — transferable skills from private sector or other environments are welcome.
- High school diploma or equivalent required. Associate's degree or higher in Accounting, Business Administration, Public Administration, or related field preferred.
- Must be bondable.

Required skills:

- Strong organizational and record-keeping abilities with attention to detail.
- Proficiency with Microsoft Office Suite and basic accounting/math skills for financial records. A working knowledge of QuickBooks preferred.
- Excellent written and verbal communication skills.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Professional, courteous demeanor when interacting with the public, officials, and staff.
- Understanding of or ability to quickly learn public finance, budgeting, and relevant Pennsylvania regulations.
- Valid driver's license and reliable transportation

How to apply: Email your resume or letter of interest to Mike Donnelly at m.donnelly@yahoo.com

Closing date: June 15, 2026

The York Springs Borough Municipal Authority is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.