



WATER
AT YOUR SERVICE

Vanport Township Municipal Authority

285 RIVER AVENUE
VANPORT, PENNSYLVANIA 15009

(724) 774-2091

(724) 775-1038

POSITION: OFFICE MANAGER

LOCATION: VANPORT TOWNSHIP MUNICIPAL AUTHORITY

CONTACT: LYNN MACMURDO

DATE POSTED: April 29, 2026

Vanport Township Municipal Authority seeks a full time office manager responsible for both water and sewage operations.

EDUCATION:

- At least 2 years of college is desired.
- In depth knowledge of computers is desired.

ESSENTIAL FUNCTIONS:

- Work closely with Superintendent, Operators, Engineer, and Board of Director's in regards to all financial decisions as well as track all finances including bonds.
- Monthly utility billing including payments, delinquencies, and liens, as well as customer relations.
- Attend all monthly Board meetings, and report Minutes.
- Prepare annual budget with Engineer, work with auditor for annual audit, and report financials for current bonds.
- Prepare and print annual Consumer Confidence Report for distribution.

Candidate will be working full time in conjunction with current office manager until March of 2027 at which time you will take over as manager. You must be comfortable with working alone the majority of the time, and be able to handle all aspects of office duties.

WAGES AND BENEFITS:

- Salary range \$60,000 to \$65,000.
- Benefits include hospitalization, eye and dental, life insurance, pension, and personal and vacation time.

Qualified candidates should submit a cover letter and resume to ytmapa7@outlook.com