

PUBLIC NOTICE

Employment Opportunity

The Pike Township Board of Supervisors are seeking qualified applicants for the position of Secretary / Treasurer beginning of fiscal year 2026. This is a flexible part-time role, averaging approximately 25 hours per week, with the option to work both at the township office and remotely.

The Secretary / Treasurer is responsible for clerical duties including record management, oversight of financial operations, bookkeeping, management of township funds, and handling accounts payable and receivable. Additional responsibilities include processing monthly payroll, filing payroll taxes, and ensuring daily compliance with employee and employer regulations. The role also involves preparation and facilitation of monthly Board meetings, community engagement, and periodic reporting to federal, state, and local agencies.

Ideal candidates will possess strong organizational and communication skills, experience in bookkeeping or financial recordkeeping, and proficiency in Microsoft Office and QuickBooks. The ability to work independently and meet deadlines is essential. Prior experience in municipal government is preferred but not required. A high school diploma or equivalent is required at minimum. Training and professional development will be provided and encouraged.

Interested candidates should submit a resume with references and a cover letter to the Pike Township Board of Supervisors via email at piketownship20@gmail.com, or schedule an in-person appointment by calling 570-660-6369. Those wishing to learn more about the position are welcome to reach out using the contact information provided.

11/20/25 & 12/4/2025