

# **SECRETARY POSITION AVAILABLE**

***The Bingham Township Supervisors are seeking applications for a part-time Secretary/Treasurer.***

Experience in bookkeeping with Quick-books, computer skills and Secretarial skills are needed.

Duties would include: Payroll, Quarterly Taxes, Annual W-2's, Reconciliations, Paying & Recording Invoices, Making Deposits, Balancing Bank statements, State Reports, DCED Reports, Grant Applications, attending monthly meetings, Taking & Recording Minutes, providing Financial Records, Assessment Building Permits, Driveway Permits, Road Bonds & Permits, Open Record Requests and Budgets.

**Position will begin June 1st, 2026.**

For more information, please call **814-848-9863**  
Resumes may be mailed to: **Bingham Township**  
**843 Bingham Center Road, Genesee, PA 16923**