

**WEST BRANCH TOWNSHIP  
NOW HIRING - SECRETARY/TREASURER**

*West Branch Township, Potter County, is accepting applications for the part-time position of Secretary/Treasurer.*

The position is responsible for Township administration, record-keeping, meeting preparation and minutes, public communications, payroll, accounts payable and receivable, financial record-keeping, and other duties as assigned by the Board of Supervisors.

The successful candidate will initially focus on administrative and secretarial responsibilities and will receive training to assume all duties of the Secretary/Treasurer position.

Qualifications include strong organizational, communication, and computer skills; proficiency in Microsoft Word and Excel; ability to maintain confidentiality; attendance at evening meetings; and ability to obtain and maintain a surety bond. Bookkeeping, payroll, and QuickBooks experience preferred. Municipal or office administration experience is a plus.

**Compensation based on qualifications and experience.**

For a complete job description, please email [westbranchtwp@gmail.com](mailto:westbranchtwp@gmail.com).

Submit a resume and letter of interest to:

**By email to: [westbranchtwp@gmail.com](mailto:westbranchtwp@gmail.com) or by mail to:**

**West Branch Township Board of Supervisors**

**533 Germania Road, Galeton, PA 16922**

**Applications will be  
accepted until the position is filled.**

*West Branch Township is an Equal Opportunity Employer.*

