

**Township Treasurer and Recording Secretary** – North Coventry Township, Pottstown, Chester County, PA (pop 8,440; GF budget \$5 million; 25 employees) seeks a qualified individual to serve as the Township’s full – time financial administrator responsible for the financial activities of the Township including budgeting, payroll, accounts payable and receivable, reconciliations, record keeping, managing of insurances, audit preparation, and associated government reporting. Candidate is required to perform a variety of complex and confidential duties with sound professional judgment and excellent communication and organizational skills. The successful candidate will support the executive functions of the Township in matters of personnel and human resource record management, policy facilitation, asset inventory and capital planning, and other administrative operations. Candidate serves as official Recording Secretary of the Township with required presence at nightly Board meetings. Candidates must possess a bachelor’s degree, a minimum of five years in accounting/finance or local government experience, (or a combination thereof), QuickBooks software skills, demonstrate professionalism, reliability, and possess a positive approach to customer service.

North Coventry Township offers an excellent benefits package and salary commensurate with education, skills, and relevant experience. Interested candidates should email a cover letter and resume with salary history to Erica Batdorf, Township Manager at [ebatdorf@northcoventry.us](mailto:ebatdorf@northcoventry.us) by April 17, 2024.