The Borough of Mount Holly Springs is seeking applicants for the full-time position of Secretary/ Treasurer. The borough has approximately 2030 residents, 15 full-time employees, and operates a nearly $1.5 million budget annually.

The Borough’s Secretary/ Treasurer is under the general direction and supervision of the Borough Manager and is responsible for performing a wide range of experienced administrative and financial work. Once trained on the Borough-specific policies, operations, and responsibilities, the position functions with a minimum level of direct supervision on a day-to-day basis. Successful candidates must be self-motivated, prioritize/ manage time effectively, and work with a sense of urgency.

Regular duties include Borough compliance to the regulations pertaining to public advertisement of Borough meetings, insurance of compliance with regulations specific to boroughs, solicitation of bids, reporting, and other official business of a critical nature. Responsibilities including assisting with administration of Borough employee benefits plans and borough insurance policies, meeting minutes, payroll and its subsequent reports, and administration of borough finances. This position also serves as the Borough’s Right to Know Officer and Pension Administrator.

Additionally, the Borough Secretary fills in when needed to cover other clerical/administrative positions at Borough Office and routinely provides information and customer service to a diverse group of Borough residents, business owners, vendors, Borough contracted service providers, and others in the community. The ability to demonstrate the utmost of courtesy and professionalism in all interactions, even when handling potentially difficult, tense, or sensitive situations is a key requirement. The position also requires the ability to maintain the highest standards of confidentiality of information (both internally and externally), excellent organizational skills and attention to detail, superior interpersonal communication skills (both oral and written), the ability to identify and solve problems using appropriate judgement and decision-making skills, and the flexibility to quickly identify and adjust to changing priorities in a fast-paced work environment. Preference will be given to applicants with experience in website maintenance or development, social media management, and experience in widespread communications such as newsletters.

Applicants should have experience in the capacity of office management. Preference will be given to candidates with municipal government experience. Proficiency in Microsoft Office and email is required, preference will be offered to those with experience in QuickBooks or QuickBooks Online. Applicants must be able to work from 8 a.m. to 4:30 p.m. and be available for monthly evening meetings.

The borough has a pension plan, paid time off, offers health insurance for employees and dependents, and provides short- and long-term disability coverage. Compensation will be
decided based on qualifications. A chosen applicant must be able to pass a background check, be successfully bonded, and able to become a Notary Public.

Please submit a cover letter and resume to the attention of the Borough Manager by **August 26, 2021.** Qualifications can be submitted by email to tday@mhsboro.com or mailed/delivered to 200 Harman Street, Mount Holly Springs, PA 17065. Please call 717-486-7613 with any questions about the position.

The Borough is committed to Equal Employment Opportunity (EEO) in all selection, hiring and employment decisions and, as such, the Borough does not engage in, nor tolerate, any form of employment-related discrimination on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) or any other factors as may be prohibited by local, state or federal laws or regulations.