

Newport Borough, Newport PA is accepting applications for a full-time secretary to work 40 hours a week. The Borough Secretary plays an integral role in the customer service and organizational strength of the Borough's operations. Qualified candidates should have excellent verbal and written communications skills, a strong ability to multi-task and a friendly demeanor. Must have knowledge of bookkeeping, accounting practices and accounting software preferably QuickBooks, strong computer skills including experience with Microsoft Outlook, Word & Excel and knowledge of state and local government regulations. The position requires maintaining legally required files in accordance with the Municipal Records Act; processing payable/receivables, budgeting, financial reporting, bank account reconciliations using QuickBooks, attending Council Meetings with preparation of agendas and minutes, preparing, and filing government reports and other duties as required. Must be able to be bonded. Municipal experience preferred. **Salary commensurate with experience.**

Qualified candidates should apply online through [Indeed.com](https://www.indeed.com) or [PACareerLink.pa.gov](https://pa.careerlink.gov)

Newport Borough is an equal opportunity employer.

Job Type: Full-time

Pay: From \$17.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Newport, PA 17074: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- High school or equivalent (Preferred)

Experience:

- Secretarial/Office: 1 year (Preferred)
- Bookkeeping: 1 year (Preferred)
- Working with the Public: 1 year (Preferred)
- Quickbooks, Excel, Microsoft Word: 1 year (Preferred)

Work Location: In person

- Health insurance