



DALLAS TOWNSHIP BOARD OF SUPERVISORS

K. Gary Kirk, CPA Secretary/Treasurer

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Dallas, Pennsylvania 18612

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Help Wanted

Dallas Township is accepting applications from qualified candidates for the full-time position of Secretary/Treasurer. The applicant would be responsible for directing and monitoring the Township's day-to-day financial operations, monitoring the pension plans, maintaining records, preparing meeting minutes, preparing budgets, and assisting the Township Manager. The position involves extensive public and employee contact representing the Township. The work is normally carried out with limited or no supervision with an emphasis on detail. A minimum of a four-year degree in business management, accounting or public administration is required and the candidate should have a proficient level of competency in Word, Excel, QuickBooks, and governmental accounting.

If interested, please submit a resume and salary history by February 7, 2025 to Dallas Township, Attn: Township Manager, 105 Lt. Michael Cleary Drive Dallas, Pa. 18612 or by email at mbarry@dallastwp.org. Dallas Township is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, or any other characteristic protected by law.