





## Join Our Team as the New Administrative and Finance Officer!

Tarentum Borough is hiring an **Administrative and Finance Officer** as our current staff member is retiring, and the role is being reimagined. This is your chance to join a vibrant, up-and-coming community and make a significant impact!

-  **Position:** Administrative and Finance Officer
-  **Location:** Tarentum Borough, Allegheny County, PA
-  **Salary Range:** \$65,000 - \$85,000 Annually DOQ
-  **Full-time Daylight Shift, Exempt Salary Position**

### Why Join Us?

- **Reimagine the Role:** Step into a newly redefined position and bring your innovative ideas to life.
- **Financial Expertise:** Utilize your finance background in a dynamic municipal management role.
- **Community Impact:** Play a pivotal role in the growth and development of Tarentum Borough.

### Key Responsibilities:

- Manage and maintain the Borough's financial accounting systems.
- Perform bookkeeping, payroll preparation, and financial reporting.
- Assist in developing long and short-term plans for Borough operations.
- Support the Borough Manager in budget preparation and decision-making processes.

### Qualifications:

- Bachelor's degree in accounting, finance, or related field with 2+ years of experience, OR
- Associate degree with 4+ years of experience, OR
- 8+ years of practical accounting/finance experience.
- Strong knowledge of municipal finance, accounting, and regulatory compliance.

### Special Requirements:

- Must be bondable.

### Tools and Equipment:

- Personal computer, accounting software, payroll systems, and other office equipment.

### Physical Demands:

- Sitting, talking, hearing, handling objects, and occasionally lifting up to 20 pounds.

**Work Environment:**

- Quiet, with moderate noise levels during busy times.

**Selection Process:**

- Formal application, education and experience review, interview, reference check, and job-related tests.

**How to Apply:**

Ready to make a difference in our community? Apply now and join our dynamic team dedicated to making Tarentum a great place to live, work, and visit!

- Complete a Borough Employment Application at <https://tarentumboro.com/jobs>.
- Send the complete employment application, resume, and cover letter to [manager@tarentumboro.com](mailto:manager@tarentumboro.com) or mail it to 318 East 2<sup>nd</sup> Avenue, Tarentum, PA 15084, with attention to the Borough Manager.
- **Applications will be accepted until the position is filled.**

**Tarentum Borough is an Equal Opportunity Employer.**