

The City of Monongahela is seeking a full-time City Clerk

Responsibilities include payroll, accounts receivable and payable, budget preparation and adherence, financial statements, insurance management, pension plan administration, preparation of audit data, preparing meeting agendas and reports, grant preparation and processing, attendance at evening meetings and recording minutes, and filing of various government reports. Applicants should possess a business or financial background, be detail oriented with a focus on public relations, and be proficient in the Microsoft Office suite of products. Bachelor's degree in Business, Accounting or related field required. Background check required. Applicant will already possess, or will obtain notary public license within three months of employment date to ensure continued employment beyond the 90 day probationary period. Successful candidate must be able to sit or stand for prolonged periods of time, perform computer work for extended periods of time, and to be able to lift 25 pounds. Must have valid PA Driver's License. Salary is commensurate with experience. Cover letters and resumes will be accepted in person or by mail to the City Clerk's Office, 449 West Main Street, Monongahela, PA 15063; or via email to jobs@cityofmonongahela-pa.gov. All applications must be received by October 18, 2019.

The City of Monongahela is an equal opportunity employer. In the consideration of applications and employment of employees, the City of Monongahela does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.