

PENN TOWNSHIP SEWAGE AUTHORITY

OFFICE CLERK

One (1) POSITION AVAILABLE

JOB DESCRIPTION: Performs various general office duties, including customer relations, bill calculations, posting of account payments, mail processing, balancing of daily receipts, scheduling of inspections in addition to, bank reconciliations, delinquent accounts, payroll and other pertinent tasks assigned by the Authority Manager.

Applicant must meet the following requirements:

- High School Graduate.
- Accounting Degree or 3-5 years experience in performing all accounting functions including year-end audit.
- Must be proficient in Microsoft Word, and Excel.
- Valid PA Driver's License.
- Must provide 3 character references.
- Must pass pre-employment physical.
- Must pass pre-employment drug/alcohol test.
- Must pass criminal background check.

PENN TOWNSHIP RESIDENTS WILL BE GIVEN PREFERENCE IN EMPLOYMENT

Applicants may be obtained at the Penn Township Sewage Authority office located at 1032 Nike Site Road, Irwin, PA 15642. Applications will be accepted until February 9, 2026, at 3:30PM.