

Assistant Chief Clerk

Montour County is seeking an Assistant Chief Clerk to work in the Office of Commissioners. The successful candidate will be conversant with bookkeeping and accounting practices. This position is responsible for maintaining financial records, preparing and overseeing budgets, preparing and issuing vendor payments, assisting the payroll process, and providing support for grant programs.

This is a full-time position Monday through Friday 9 a.m. to 4 p.m. with superior health benefits, retirement, paid vacation; salary of \$39,000.

Applications and job description may be obtained online at www.montourcounty.gov or at the Montour County Commissioners Office, 435 E. Front Street, Danville, PA 17821.

Applications will be accepted until the position is filled and may be submitted in person at the Office of Commissioners, 435 E. Front St., Danville, or emailed to hbrandon@montourcounty.gov

Montour County is an Equal Employment Opportunity Employer.