

Part-Time Office Assistant

General office duties including but not limited to typing, handling A/R and Accounts Payable, and processing payroll. Proficiency in Word, Excel, QuickBooks, and Publisher required. Approximately 20-25 hours per week.

Please send resume to Conoy Township,
211 Falmouth Road, Bainbridge, PA 17502
by 4:30 p.m., Friday, April 23, 2021.