



Erected Into a Township in 1733  
At the Center of Montgomery County

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### **Administrative Specialist**

Worcester Township, Montgomery County, PA

**Reports To:** Township Manager

### **Position Summary**

Worcester Township is seeking a reliable and organized Administrative Specialist to support daily operations. This full-time position works Monday through Friday, 8:00 AM to 4:30 PM. The role serves as a key point of contact for residents, manages administrative workflows, coordinates facility rentals, and assists with financial tasks. Finance experience or knowledge is desired, as the position supports core accounting functions and serves as backup to the Finance Director. Worcester Township values practical experience but is ultimately seeking a motivated candidate who is organized, dependable, and willing to learn.

### **Key Responsibilities**

- Prepare correspondence, reports, and general Township documents
- Maintain records, files, and document systems
- Assist as needed with administrative coverage, permitting, and meeting preparation, including agenda materials and coordination
- Manage Township field and facility rentals, including scheduling, applications, payments, and coordination with staff and user groups
- Serve as primary organizer of Worcester Community Day, including planning, coordination, vendor management, and event execution
- Respond to resident inquiries and coordinate with departments, consultants, and agencies
- Assist with accounts payable/receivable, payroll support, and financial recordkeeping
- Support budget tracking, audit preparation, and general financial reporting
- Serve as primary backup to the Finance Director

### **Qualifications**

- 2–4 years of administrative experience preferred; municipal experience a plus
- Finance or accounting experience or knowledge desired



1721 S. Valley Forge Rd  
Worcester, PA 19490



[www.worcestertwp.com](http://www.worcestertwp.com)



610-584-1410



610-584-8901

- Candidates with strong organizational skills and a willingness to learn will be considered
- Strong organization and attention to detail
- Ability to manage multiple tasks and meet deadlines
- Proficiency in Microsoft Office, especially Excel
- Clear and professional communication skills

**Preferred**

- Experience with municipal finance or fund accounting
- Familiarity with permitting or municipal software systems

**Working Conditions**

- Office environment with standard business hours (8:00 AM to 4:30 PM)
- Occasional evening meetings required
- Frequent interaction with the public

**Compensation and Benefits**

- Competitive benefits package consistent with Township policy
- Starting salary of \$65,000, negotiable based on experience

**How to Apply**

Submit resume and cover letter to Dan DeMeno, Township Manager, at [ddemeno@worcestertwp.com](mailto:ddemeno@worcestertwp.com). Applications will be accepted until the position is filled.