

BUSINESS ADMINISTRATOR

Pittston Township is accepting applications for the position of Business Administrator. Pittston Township is a Second Class Township located in Luzerne County. The Business Administrator is responsible for managing all day-to-day operations of the Township, including personnel, accounting, grant writing, contract negotiation, and general administration. At a minimum, applicants should possess a Bachelor's Degree in Accounting, Finance or Public Administration. Previous experience working in municipal government management is preferred. Applicants must possess a comprehensive knowledge of public administration principles/practices, accounting, budgeting and finance, and possess strong computer skills. This is a full-time position that offers a highly competitive salary and employer-paid health/life/disability insurance and pension benefits.

Applications should be submitted to:

Pittston Township
RE: Business Administrator Application
421 Broad Street
Pittston, PA 18640

Applications will be accepted until October 13 2023. The selected candidate must be bondable and pass a criminal background check and drug screening. Pittston Township is an equal opportunity employer.