



The Borough of Albion

seeks a

Finance and Administrative Clerk

The Borough of Albion, located in scenic northwestern Pennsylvania, is seeking an experienced and community-minded professional to serve as its next Finance and Administrative Clerk. This vital position serves as the fiscal and administrative cornerstone of Albion Borough government — responsible for ensuring financial integrity, compliance with Pennsylvania municipal law, and the efficient operation of Borough administrative functions.

Position Profile



Salary:
\$21.54 - \$26.00



Administrative
Leadership



Financial
Stewardship



Community
Engagement

Borough of Albion

Finance & Administrative Clerk Position

Key Responsibilities



Financial Administration

- Assist with all daily financial operations, including accounts payable/receivable, payroll, water/sewer billing, and bank reconciliations.
- Assist with annual budget development, forecasting, and ongoing financial monitoring.
- Prepare and present monthly, quarterly, and annual financial reports to Borough Council and state agencies.
- Ensure compliance with all municipal, state, and federal reporting requirements.
- Coordinate annual audits and maintain audit-ready records.
- Administer grants and state aid, ensuring fiscal tracking and compliance with funding conditions.

Administrative & Public Service Functions

- Serve as the Borough's administrative hub — coordinating public communications, managing website and social media, and preparing official notices.
- Attend and record minutes for Borough Council and public meetings.
- Provide responsive and courteous service to residents, businesses, and partner organizations.
- Support departmental projects and collaborate with external vendors, contractors, and government agencies.

Borough of Albion

Finance & Administrative Clerk Position

Community Profile



The Borough of Albion, located in Erie County, PA, is a vibrant community known for its strong civic spirit, small-town character, and forward-looking leadership. With historic charm, a close-knit community, and access to regional amenities, Albion offers an exceptional quality of life for residents and employees alike. The Borough government is dedicated to providing efficient, transparent, and innovative services that support Albion's continued growth and prosperity.



Borough of Albion

Finance & Administrative Clerk Position

Ideal Candidate



The Borough of Albion seeks a Finance and Administrative Clerk who brings both technical excellence and human-centered leadership to local government. This is not simply a back-office accounting role — it is a dynamic position that supports transparency, teamwork, and community trust. The next Clerk will be a well-rounded professional who blends fiscal precision with creative problem-solving and authentic connection to the community.

Albion seeks an individual who embodies the following qualities:

- **Galvanizer:** Energizes and motivates others, ensuring initiatives gain momentum and reach completion.
- **Innovator:** Brings fresh ideas and creative solutions to improve financial systems, service delivery, and community outcomes.
- **Strategic Thinker:** Demonstrates discernment and judgment in evaluating decisions and anticipating future needs.
- **Community Builder:** Values collaboration, communicates effectively, and fosters positive relationships with residents, partners, and Council.

The role demands both independence and teamwork. Albion's small-staff environment rewards flexibility and a willingness to step in wherever needed. The ideal candidate will be self-motivated yet collaborative, organized yet approachable, capable of balancing competing priorities with composure and optimism. They will take pride in the Borough's progress and understand that their work contributes directly to Albion's long-term success.

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Finance & Administrative Clerk Position

Qualifications



Education & Experience

- Associate degree in Accounting, Finance, Public Administration, or related field; or equivalent experience in government or public-sector finance.
- Proficiency in accounts payable/receivable, payroll processing, and general ledger accounting.
- Experience with municipal budgeting, reporting, and compliance preferred.
- Proficiency in Microsoft Office and willingness to learn Edmunds financial software

Competencies & Attributes

- Strong analytical, organizational, and problem-solving skills.
- Ability to communicate assertively and professionally while remaining considerate of others.
- Capacity to acknowledge weaknesses, identify areas for personal growth, and pursue continuous improvement.
- Commitment to transparency, ethics, and excellence in public service.
- Community-oriented perspective with a visionary approach to municipal management.



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Salary & Benefits



- **Hourly Rate:** \$21.64 – \$26.00 (commensurate with experience)
- **Benefits:**
 - 100% Borough-paid health insurance
 - Municipal pension plan
 - Paid vacation, holidays, and sick leave
 - Stable weekday schedule (no weekends, minimal evening meetings)
 - Opportunities for professional growth and advancement



Borough of Albion

Finance & Administrative Clerk Position

Application Process



Albion Borough believes its greatest strength lies in its people — the dedicated staff, engaged residents, and partners who move the community forward. The ideal candidate will share that belief, valuing collaboration, respect, and trust. They will understand that success in local government is built on relationships — investing not only in sound finances, but in the people who make Albion thrive.

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Qualified applicants are invited to submit a cover letter and resume to:

Chelsea Puff

Email: search@kafferlinstrategies.com

Subject Line: *Finance & Administrative Clerk Position - Borough of Albion*

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Applications will be accepted until the position is filled.

Priority consideration will be given to those received by

March 13, 2026 at 4:00PM.

Equal Opportunity Statement

The Borough of Albion is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status. Accommodations are available upon request.