

# *Goldsboro Borough*

York County

P.O. Box 14

Etters, Pennsylvania 17319

Phone/Fax (717) 938-3456 Office Hours M-F 9-1

---

## **Goldsboro Borough Office is hiring part time clerical office staff**

- **Light bookkeeping – (Experience with Quick Books helpful but not necessary)**
- **Assist Borough Manager when necessary**
- **Maintain files and records**
- **Interacting with residents, contractors & business contacts**
- **Perform other office duties as assigned**

**Please contact the Borough manager, Charlie Richcreek for more information:**

**717-938-3456**

**717-554-7803 (cell)**