ASSISTANT TOWN ACCOUNTANT
Town of Millbury

Wanted: Assistant Town Accountant. Duties and responsibilities include but not limited to: Work directly under the Finance Director; Analyze and reconcile cash with the Treasurer/Collector and other account reconciliation, accounts payable and receivable, general ledger, monitor revenue receipts, process payroll, update payroll templates for departments, create payroll journal entries, collect W-9 information, prepare financial reports, attendance reporting for staff, invoices, vendor disputes, and other duties as assigned. Qualifications: Bachelor’s Degree in Accounting, Finance or Public Administration or equivalent combination of education training and experience. Preferred Qualifications: Municipal experience; experience with Harpers Payroll System and Infinite Visions Accounting. Applicable work experience may be substituted for educational requirement. Salary: $54,500-$59,000; Interested applicants please send cover letter and resume with three professional references to: Human Resources Department, Town of Millbury, 127 Elm Street, Millbury, Massachusetts 01527 or e-mail resumes@townofmillbury.net. AA/EOE