

ASSISTANT TO THE FINANCE DIRECTOR

The Town of Rumford is accepting applications with resumes for a Full-Time, Accounting Assistant. The Accounting Assistant is responsible for processing financial data, preparing standard forms, and maintaining finance records and the administrative tasks required. The ideal candidate will be a genuine team player possessing knowledge of the principles of sound office practices with proficiency in the use of computerized accounting and spreadsheets along with basic knowledge of accounting principles and practices. This position performs a variety of duties including organizing, managing and executing the processing of accounts receivable, accounts payable, general ledger and various journal entries and reconciliations., aspects of payroll may also be incorporated into this position. Work also involves assisting in special projects as necessary.

We are seeking a highly motivated, self-directed individual, capable of handling multiple priorities and completing tasks in a professional, timely manner. A minimum of three years' experience in the processing of financial transactions and human resources and administration or equivalent combination of education and experience desired. Must have proficient computer and database skills. Wages negotiable based on experience and training. Applications along with resumes accompanied with a cover letter. A full job description is available by emailing town@rumfordme.org. The position will remain open until filled. The Town of Rumford is an Equal Opportunity Employer Direct all correspondence either by fax, email or U.S. Mail to:

TOWN OF RUMFORD
C/O DEBORAH LAURINAITIS
145 CONGRESS STREET
RUMFORD, ME 04276

Email: town@rumfordme.org
(207) 364-4576 x#211

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