



**Job Title:** Finance Assistant  
**Department:** Finance  
**Reports To:** Finance Director, Michelle Sanford  
**Location:** Town of Rumford  
**Job Type:** Full-Time 40 hours  
**Salary Range:** \$24.00 - \$27.00

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### **Position Summary:**

The Finance Assistant provides high-level administrative and operational support to the Finance Director. This role ensures the smooth functioning of financial operations by managing schedules, coordinating reports, preparing documentation, and supporting communication within the finance department and with external stakeholders.

### **Key Responsibilities:**

- Assist the Finance Director with daily administrative duties and manage their calendar, meetings, and travel arrangements.
- Prepare financial documents, reports, spreadsheets, and presentations as needed.
- Support in the preparation of monthly, quarterly, and annual financial reports and forecasts.
- Coordinate internal and external communications, including with auditors, vendors, and other departments.
- Organize and maintain confidential municipal records and files.
- Assist with budgeting and cost-tracking activities.
- Conduct basic financial analysis and data entry to support finance team initiatives.
- Help ensure compliance with financial regulations and internal policies.
- Manage invoice tracking and assist in accounts payable/receivable processes.
- Perform other duties or projects as assigned by the Finance Director

### **Qualifications:**

- Associate's degree in finance, Accounting, Business Administration, or related field (preferred).
  - 2+ years of experience in an administrative or financial support role.
  - Strong proficiency in Microsoft Excel, Word, and PowerPoint; experience with accounting software is a plus.
  - Excellent organizational, time management, and multitasking skills.
  - High level of discretion and integrity in handling sensitive financial data.
  - Strong written and verbal communication skills.
  - Ability to work both independently and collaboratively in a fast-paced environment.
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## Preferred Attributes:

- Prior experience in administrative support
  - Familiarity with financial reporting tools (Trio).
  - Attention to detail with a strong analytical mindset.
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You'll play a key role in maintaining and improving the quality of life in our community while working in a professional, collaborative, and supportive environment.

The Town of Rumford offers competitive compensation along with comprehensive benefits such as health, dental, and vision coverage, paid holidays, sick and vacation leave. We participate in Maine Municipal Health Trust, MainePers and Social Security.

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## How to Apply:

Must submit your employment application including your resume and cover letter by email to [mgorham@rumfordme.org](mailto:mgorham@rumfordme.org)

Applications are available on the Town Website, [www.rumfordme.org](http://www.rumfordme.org). This position will remain open until it is filled. *The Town of Rumford is an Equal Opportunity Employer.*