



## **TOWN OF HAMILTON**

### **Finance Department Part – Time Accounting Assistant**

The Town of Hamilton seeks qualified applicants for a part-time (up to 19 hours per week) position of Accounting Assistant. This position is responsible for accounts payables, contracts maintenance, and other projects related to accounting/financial operations. Experience in A/P required, along with accuracy, attention to detail, analytical skills and ability to meet deadlines. Qualifications include at least two years of experience in an accounting environment and associates degree in accounting or business desired. Municipal, MUNIS, and Excel experience preferred. Candidates must meet minimum requirements in job description on town's website at [www.hamiltonma.gov](http://www.hamiltonma.gov). The pay range for this position is \$22.82 to \$26.21/hr.

Please send letter of interest and resume to Hamilton Town Hall, P.O. Box 429, Hamilton, MA 01936, attention Finance Director or email [mbatista@hamiltonma.gov](mailto:mbatista@hamiltonma.gov). Resumes accepted until June 15, 2017. AA/EOE. (posted 05/18/2017 exp. 06/15/2017)