

## **Bookkeeper Town of Pelham, NH**

The Town of Pelham, NH is seeking applications for the position of Bookkeeper. This full time position reports to the Finance Director and is scheduled to work 40 hours per week. A college degree, either Associate's or Bachelor's, with specialization in accounting, finance or related field experience in municipal accounting; Three (3) years of progressive experience in municipal accounting; Must be reliable and dependable; Ability to make entries in and maintain logs, and complete basic reports; Thorough knowledge of generally accepted accounting principles; Thorough knowledge of municipal and State laws, rules and regulations that apply to Town finances; Thorough knowledge of MuniSmart (computerized accounting system for municipalities); Thorough knowledge of Microsoft Word and Excel; Or any equivalent combination of education and experience with demonstrated possession of the required knowledge, skills and abilities. Compensation is dependent on qualifications and includes an excellent benefit package.

For additional information and a full job description, please see our website at [www.pelhamweb.com/employment](http://www.pelhamweb.com/employment). Cover letters and resumes should be mailed to Town of Pelham, Office of the Selectmen, Bookkeeper Position, 6 Village Green, Pelham, NH 03076 and be received no later than Friday, May 13<sup>th</sup> at 4PM EST. No phone calls please.

The Town of Pelham, NH is an Equal Opportunity Employer