



OFFICE ASSISTANT I-FINANCE

Town of Millbury

Wanted: Office Assistant, in the Finance Office, with additional coverage duties in the Treasurer/Collector's Office. This is part time (19 hours), non-benefitted, non-union position.

Duties and responsibilities include but not limited to: data entry, Accounts Payable, Accounts Receivable, filing; customer service support to the Treasurer/Tax Collector office; email, telephone coverage; supply orders, general office duties as assigned. **Qualifications:** Associate's Degree in finance, accounting or related field preferred. Two to three years of experience bookkeeping, accounting, cash management desirable or an equivalent combination of education and experience. Must be able to be bonded. All applicants must be able to pass a criminal background/CORI check. **Salary range:** \$19.00-22.00 / hour. Resumes will be accepted until position filled at: Human Resources Department, Town of Millbury, 127 Elm Street, Millbury, MA 01527 or resumes@millburyma.gov AA/EOE

Posted on December 18, 2023