



Town of Raymond
Human Resource Officer/Finance Assistant

The Town of Raymond, Maine is seeking an experienced Human Resource Officer/Finance Assistant. This is a full-time position (32 to 36 hours per week) reporting to the Finance Director. This position is responsible for management of all aspects of Human Resources and assists the Finance Director with various duties related to accounting. The ideal candidate must be accurate and detail oriented.

The Human Resource Officer/Finance Assistant will be responsible for biweekly payroll, personnel records, benefit administration, compensation, performance reviews, training programs, recruitment, accounts payable as well as other related duties. The successful candidate must have a comprehensive knowledge of employment law, excellent communication, and time management skills.

Minimum qualifications include a 2-year degree in Accounting, Finance, Public Administration, or Business Administration with 3-5 years financial/administrative experience. Preference will be given to applicants with municipal or state government experience and experience with TRIO is a plus. All candidates must be bondable.

The Town of Raymond offers a competitive salary based on education and experience, as well as a comprehensive employee benefit package.

For application and job description go to www.raymondmaine.org

Send resume, application, and cover letter to:

Charisse Keach
Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071
electronically to
charisse.keach@raymondmaine.org

The position will remain open until filled

The Town of Raymond is an EOE.