
TOWN OF RAYMOND ACCOUNTING ASSISTANT

The Town of *Raymond* is seeking a Full-Time *Accounting Assistant for the Finance Department*. The Accounting Assistant performs a variety of transactions with a high degree of accuracy. This position consists of administrative and fiscal work involving the handling of Town funds, including assisting with state and federal funds management as well as revenue projections and general ledger maintenance, payroll processing. The Accounting Assistant assists the Director of Finance in the custody, disbursement, and investment of Town funds, performing a variety of complex calculations and reconciliations and performs routine and complex clerical, and administrative functions relating to the recording and tracking of property assessments and ownerships.

The successful candidate must have the ability get along with others in a professional manner; considerable knowledge of accounting skills, excellent employee and public relations skills, the ability to handle multiple tasks in a timely, detailed, and accurate manner, excellent organizational and time management skills, and knowledge of various software programs, including Microsoft Office Suite.

The candidate must possess a combination of education and experience equivalent to an associate's degree in accounting with 3 years of accounting course work, 3 years' related experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

For a complete job description, please review on our website.

The Town of Raymond offers an excellent pay and benefit package.

SUBMISSION DEADLINE

Open Until Filled

Applications for Employment can be obtained by visiting the Town's website at [Town of Raymond Employment](#) or the Finance Department at Town Hall. Completed applications should be sent to betsy@hrmaineconsulting.com.

To be considered for employment with the Town of Raymond applicants must complete the [Town's Application](#) for Employment along with a resume and a cover letter.

The Town of Raymond is an Equal Opportunity Employer