

TOWN OF SPRINGFIELD

Bookkeeper

The Town of Springfield, VT is seeking a motivated and qualified individual to join its Finance team. The Bookkeeper position is a part-time, flex-time hourly position. Pay range is \$18.00 to \$24.89 per hour depending on experience. Primary responsibilities are performing various municipal accounting and finance functions. Applicants should exhibit a positive attitude, be able to work independently, be team-oriented and maintain the ability to operate in a fast-paced environment. Qualified applicants should also have prior experience in the accounting/finance field (preferably fund accounting), excellent customer service skills, and the ability to communicate in a professional respectful manner. Experience with computers, Microsoft Excel and NEMRC is desired. Apply at the Town Manager's Office, 96 Main Street, Springfield, VT OR tosh@vermontel.net. Applications will be accepted until May 10, 2019. EOE