



OFFICE OF THE SELECTBOARD

P.O. BOX 385
CHARLESTOWN, NH 03603

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www.charlestown-nh.gov

FINANCE ASSISTANT

The Town of Charlestown NH Selectboard Office is seeking a full-time Finance Clerk. Job responsibilities include, but are not limited to; processing accounts payable weekly, log general ledger entries, revenue accruals, and corrections, etc. Preparation of quarterly budget reviews and various quarterly fund financial statements. Responsible for yearly budget preparation. Responsible for balancing funds with Treasurer and Tax Clerk. Assist with answering incoming phone calls, walk in customers. Applicants must be detailed oriented and should be comfortable using both Microsoft Word and Excel. Previous experience with Business Management Systems, Inc (BMSI) is a plus, but we are willing to train the right person. Interested persons may obtain an application in the Selectboard Office at 233 Main Street, Charlestown, NH, by calling 603-826-4400, or on the Town's website www.charlestown-nh.gov. Applications/Resumes may be emailed to Ddezan@charlestown-nh.gov.

The Town of Charlestown is an Equal Opportunity Employer.