

# TOWN/VILLAGE OF LUDLOW, VERMONT

## ADMINISTRATIVE ASSISTANT/ OPERATIONS DIRECTOR

The Town of Ludlow invites applications for the position of Administrative Assistant/Operation Director. This is a full-time, year-round position. Principal duties include accounting functions for the municipality with accounts payable, accounts receivable, water/wastewater billing and receivables, payroll and budgeting. Must be organized and able to communicate effectively in written and oral form. Proficiency with Microsoft Excel and Word is a must, experience with the NEMRC system a plus. Minimum qualifications include an Associates Degree in accounting/finance or similar work related experience.

Send application or resume to the Municipal Office or email to [tmanager@tds.net](mailto:tmanager@tds.net). Applications will be accepted until the position is filled: Ludlow Municipal Office, PO Box 359, Ludlow, VT, 05149. (802)228-2841.

**Position provides an excellent wage (DOE), comprehensive Municipal benefits, including full Health & Pension Plan. The Town of Ludlow is an Equal Opportunity Employer.**