

The Town of Boscawen is seeking qualified candidates for the position of Finance & Human Resources Assistant.

Essential Duties: Weekly payroll preparation and reporting, AP/AR, monthly reconciliations, filing, scanning and other clerical duties as assigned. Candidate will also assist with Human Resources tasks such as benefit administration and employee updates as needed.

Qualifications & Skills: Knowledge of or ability to learn QuickBooks software. Ability to multi-task, work with challenging and changing situations while keeping a sense of humor is a must. General knowledge of accounting and municipal operations preferred. Proficiency in Adobe Acrobat and Microsoft Office – Word, Excel, Outlook. Attention to detail a must.

Minimum Qualifications: Associate's Degree in Business Administration, Accounting, or equivalent; one to two years' experience in a municipal setting preferred; OR any equivalent combination of education and experience.

This is a part-time 24 hours per week position compensated by an hourly rate. Limited benefits.

To apply: Submit cover letter, resume, and completed Town of Boscawen employment application to: kmerrill@boscawennh.gov or Town of Boscawen, Attn: Kate Merrill, 116 North Main Street, Boscawen, NH 03303. Applications will be accepted until the position is filled.

Salary Range: \$18.64-\$19.76

The Town of Boscawen is an equal opportunity employer.