

Town of Ashby Job Posting

The Town of Ashby is accepting applications for the part-time, non-benefited position of Accounting Clerk and Administrative Assistant to the Police Department. Duties include assisting Town Accountant with preparation of accounts payable, payroll, receivables processing, and maintaining accounting files. A thorough knowledge of principles/practices of municipal accounting, financial computer applications and accuracy is a prime requisite. Police Department Administrative Assistant duties include bills and payroll submittals & tracking, electronic reporting for grants, data entry for firearms licensing, ordering supplies, filing and organizing and other clerical/accounting duties as deemed appropriate. A background check including CORI check and finger print submission is required. No more than 19 hrs./week with schedule t/b/d. Minimum two years of higher education preferred.

Send résumé to the Town of Ashby, Attn: Jennifer Collins, 895 Main Street, Ashby, MA 01431 or email directly to tabos@ci.ashby.ma.us

Starting pay rate: \$15.07-\$15.48/hr. Deadline for applications: 11/10/10.
EOE.