

The Town of Pittsford is accepting applications for the position of bookkeeper.

The bookkeeper reports to the Town Treasurer. The Town of Pittsford bookkeeper provides payroll and accounting services, grants management and financial internal controls for Town government.

Qualifications:

Associate degree from an accredited college or university with major course work in accounting or business administration preferred or a minimum of three years related work experience. Experience with on-line federal and state reporting and knowledge of intermediate to advanced levels of spreadsheet and word-processing applications desired.

Compensation is commensurate with experience. Retirement, health insurance, and dental insurances are part of the compensation package, as well as paid sick time, holidays, and vacation time.

To obtain a copy of the job description or more information, please visit the Town of Pittsford's website: www.pittsfordvermont.com or contact the Town Manager at (802) 483-6500 x 200 or manager@pittsfordvermont.com. To apply, please submit your resume and cover letter by email: manager@pittsfordvermont.com, or mail to Town Manager, PO Box 10 Pittsford VT 05763 or in person at 426 Plains Road Pittsford, VT 05763. The deadline for submitting a letter of interest and resume to Town is May 31, 2025.

The Town of Pittsford is an equal opportunity employer.