



Town of Pittsford
PO Box 10 * 426 Plains Road
Pittsford, VT 05763
(802) 483-6500
www.pittsfordvermont.com

TOWN SEEKS BOOKKEEPER/ASSISTANT TOWN CLERK

The bookkeeper/Assistant Town Clerk reports to the Town Clerk/Treasurer. The Town of Pittsford bookkeeper provides payroll and accounting services, and financial internal controls for Town government. They also assist residents with a variety of services the Town offers including dog license registrations, marriage licenses, death certificates, tax bill reprinting, and over the counter and online payment processing.

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 intermediate to advanced levels of spreadsheet and word-processing applications desired.

Compensation is commensurate with experience. Retirement, health insurance, and dental insurance 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. Applications will be taken on a rolling basis until the position is filled.

The Town of Pittsford is an equal opportunity employer.