

Assistant Town Accountant – Finance Department

Town of Littleton

The town of Littleton seeks qualified applicants for the part-time (30 Hours/week) position of Assistant Town Accountant in the Finance Department. Working under the general direction of the Assistant Town Administrator for Finance and Budget (also serving as Town Accountant), responsibilities include providing accounting, administrative and technical support to the Town Accountant in the management and processing of detailed financial records and other related duties.

Qualifications: The successful applicant will have an Associates degree with three years of responsible experience in municipal financial administration; or any equivalent combination of education and experience. Working knowledge of the Massachusetts General Laws pertaining to municipal accounting and familiarity with Softright accounting software applications helpful. Salary range: \$18.17 to \$22.33 plus benefits DOQE. To apply, please submit resume and cover letter by June 10th, 2010, to Bonnie Holston, Assistant Town Administrator 37 Shattuck Street Littleton Ma 01460. AA/EEO