

Assistant Treasurer

The Town of Douglas seeks qualified applicants for the position of Assistant Treasurer. Works under the general direction of the Treasurer/Collector. Prepares bi-weekly payroll; assists with administration of benefits, reconciles health insurance, vendor and payroll accounts. Assists department heads and employees with various human resource issues; other related work as required.

Requires Associates Degree in a relevant field or a minimum of 3 years of payroll or bookkeeping experience. Basic accounting skills, ability to maintain accurate and detailed records with a high level of confidentiality and knowledge of Microsoft Excel, Word and QuickBooks are required. Municipal experience preferred. Applicant will be required to attend annual training conducted by the Massachusetts Collectors and Treasurers Association.

This is a 30 hour position with benefits. Hourly rate for this position is between \$18.89 and \$20.65.

If interested, please submit a resume and cover letter along with an application for employment to the Treasurer's Office, 29 Depot Street, Douglas MA 01516. Full job description and employment application is available at www.douglasma.org. Applications will be accepted until Thursday, June 28, 2018 at 4:00 PM.