

Administrative Assistant - Finance

Town of Great Barrington

The Town of Great Barrington seeks qualified candidates for a full-time Administrative Assistant in the Finance Department. This position will assist both the Accounting and Treasurer/Collector offices. Duties include auditing and processing of invoices, preparation of weekly accounts payable warrant, departmental receipt reconciliation, processing of bi-weekly payroll, collection of property taxes and departmental revenues, maintaining employee benefit records and assisting with benefit inquiries. The candidate should be a highly motivated and skilled individual who enjoys working with the public. Experience in accounting or related field; municipal experience: or any equivalent combination of education, training, and experience preferred, as well as experience in bookkeeping, banking, or cash reconciliation. Attention to detail with strong organizational skills and the ability to work independently. Knowledge of payroll, human resource management, and benefits desirable. Candidate must be proficient in Microsoft Office; working knowledge of Munis software preferred. Ability to maintain confidentiality and integrity at all times. Candidate must qualify for fidelity bonding as required by state law. This is a full-time, 35 hour a week, benefited position. The Town of Great Barrington offers a competitive benefits package. Salary commensurate with experience. Please send cover letter and resume to: Helen Kuziemko, 334 Main Street; Great Barrington, MA 01230 or email to hkuziemko@townofgb.org. Applications will be accepted until position is filled. The Town of Great Barrington is an EEO/AA employer.