

Town of Milford

FINANCE CLERK



The **Milford Finance Department** is seeking a self-motivated, detail-oriented individual to fill the position of Finance Clerk. This is a full-time position, Grade 12, with the Town of Milford with a wage range of \$17.79-28.56. The starting wage is normally not to exceed \$22.50/hour depending on experience and qualifications.

The successful candidate will be adept at computer accounting systems in the area of accounts payable. Duties of this position include, but are not limited to, performing invoice auditing to ensure all requirements have been met; coding and calculating multi-departmental invoices for authorization and payment; entering invoice information into automated system; handling vendor inquiries and resolving issues; preparing weekly checks and check registers; preparing related reports; maintaining accurate and up-to-date accounts payable files; processing cash receipts; performs monthly bank reconciliations; new vendor set-up; assisting with Town audit, etc. A full [job description](#) is located on the Town's [website](#).

Requirements for the position include an Associate's Degree plus 1 to 2 years of related work experience in a bookkeeping/accounting/office environment. The successful candidate must be skillful in making calculations rapidly and accurately and must possess good communication and organizational skills and be receptive to adapting to new concepts and procedures. Must possess knowledge of Microsoft Office Applications, and have working knowledge of MS Excel and Crystal Reports. Attention to detail is essential. Knowledge of Munis a plus. Municipal experience a plus.

To Apply:

An **Applicant Packet** consists of a completed Town Employment Application, cover letter specifying salary requirements, resume and 2 written references. Incomplete applications will not receive further consideration. Materials can be submitted via:

1. <https://milfordnh.applicantpro.com>,
2. Email kblow@milford.nh.gov
3. Mail applicant packet to **Human Resources, 1 Union Square, Milford, NH 03055-4240**

Applications will initially be accepted through end of business (4:30pm) on Tuesday, April 22, 2024, or until a suitable candidate is found. **Interviews will be on-going.**

The Town of Milford is an Equal Employment Opportunity Employer.