

Town of Belmont

Finance/Human Resources Clerk

The Town of Belmont is seeking a self-motivated, detail-oriented, organized, communicative, and respectful professional to fill the part-time (+/- 32 hours per week) position of Finance/HR Clerk in the finance department. The successful candidate will have a general knowledge and experience of municipal finance and clerical duties.

Duties include accounts payable, payroll, cash receipts, coordination of human resources paperwork, dissemination of information regarding employee benefits, and other administrative tasks as assigned.

The ideal candidate would have municipal experience, public finance administration experience, and proficiency with finance software (BMSI a plus) and Microsoft Office. Associates degree in accounting or related field or at least two years of municipal experience; any combination of education and experience will be considered. Wages commensurate with experience and qualifications.

Complete job description and application is available online at www.belmontnh.gov. E-mail cover letter, resume, and list of references to Katherine Davis, Finance Director, at Finance@belmontnh.gov. The position shall remain open until filled. The Town of Belmont is an EOE.