

Town of Belmont

Finance/Human Resources Clerk

We are 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.

Duties include A/P, payroll and human resources administrative/clerical tasks.

Municipal experience, public finance administration experience, and proficiency with finance software (BMSI a plus) and Microsoft Office preferred. Associate degree in accounting or related field or at least two years of municipal experience preferred, however any combination of education and experience will be considered. Wages commensurate with experience and qualifications.

Application is available online at belmontnh.gov. The Town of Belmont is an EOE. Submit cover letter and resume to: Town Administrator, Town of Belmont, PO Box 310, Belmont, NH 03220, or email to administration@belmontnh.gov by 2/23/2024.