



EMPLOYMENT OPPORTUNITY

Finance Assistant

Norwich, VT seeks applicants for a 20-hour/week, part-time position of Finance Assistant. The Assistant will assist with accounts payable, payroll, tax collection, banking and their related tasks, and other duties under the supervision of the Finance Director.

A job description is available on the Town website at <http://norwich.vt.us/wp-content/uploads/2019/07/FIN02-Finance-Assistant.pdf> . Minimum qualifications include an associate degree with financial experience, preferably in government or non-profit; excellent customer service skills; sound computer skills with preference for Windows and Microsoft Office, especially Excel and NEMRC; and ability to meet deadlines and multi-task. The position is a grade 14 position. To apply, send a cover letter, resume, and three professional references to:

Herbert A. Durfee, III, Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
hdurfee@norwich.vt.us

The position remains opened until filled. Applications received by Friday, August 23, 2019 will be given priority. Norwich, VT is an *Equal Opportunity Employer*.