



## **EMPLOYMENT OPPORTUNITY**

### **Finance Assistant**

The Town of Norwich, VT seeks applicants for a full-time benefited position of Finance Assistant. The position will assist with accounts payable, payroll, tax collection, grant management, cash handling, month end close and other duties under the supervision of the Finance Director.

A job description is available on the Town website at [www.norwich.vt.us](http://www.norwich.vt.us). Minimum qualifications include an associate degree in accounting or experience and skills typically associated with an associate degree and at least one to two years' accounting work experience. The ideal candidate will have experience in a government or non-profit setting; excellent customer service skills; sound computer skills, notably with Excel (NEMRC experience a plus); and ability to meet deadlines and prioritize. Pay range is \$26-\$29 per hour, dependent on experience. The position includes a robust benefits package, including health, dental, vision, life, and disability coverage, as well as access to the Vermont Municipal Employees' Retirement System.

To apply, send a cover letter, resume, and salary expectations to:

Brennan Duffy, Town Manager  
Town of Norwich  
PO Box 376  
Norwich, VT 05055  
[bduffy@norwich.vt.us](mailto:bduffy@norwich.vt.us)

The position remains open until filled. Norwich, VT is an *Equal Opportunity Employer*.