

The Town of Madbury, NH is seeking a Part-Time Bookkeeper to work under general supervision 10-12 hours per week performing basic Bookkeeping tasks including:

- Process payroll from approved timecards submitted by departments, prepare payroll manifest for Selectmen approval, complete required reporting, handle confidential employee information.
- Verify and enter invoices approved for payment, prepare accounts payable manifests for Selectman authorization and checks for signing, assist in preparation and printing of 1099 forms at year end.
- Track miscellaneous accounts receivable billed by various departments.
- Post deposits from Town Clerk / Tax Collector to the General Ledger.
- Generate and distribute standard month end reports to departments.
- Perform general clerical duties such as filing and photocopying.
- Work with other departments and various boards.
- May assist with month end closing and general ledger reconciliations, insurance record updates, and capital/grant project tracking.

A degree in Business or Accounting is preferred, a HS diploma or GED and a minimum of five years work experience are required. An equivalent combination of training and experience may be considered. The ideal candidate will be detail orientated with strong math skills. Standard office software and practices required, experience with Excel a plus. The Town currently utilizes Paychex services and Harris-Munismart general ledger software. The position offers a flexible schedule and positive working environment. The pay range for this position is \$13 to \$17.50 per hour. Please forward resume and cover letter by Monday, November 20, 2017 to Deborah Ahlstrom, Fiscal Clerk, 13 Town Hall Rd, Madbury NH 03824 or forward via e-mail to TreasMadbury@comcast.net. The Town of Madbury is an Equal Opportunity Employer.