

Assistant Bookkeeper/Office Clerk/Health Officer

The Town of Fryeburg is accepting applications for the position of Assistant Bookkeeper, Office Clerk and Health Officer.

This position requires excellent customer service and organizational skills with an ability to multi-task. Duties include, but are not limited to, payroll, accounts payable, motor vehicle registrations, IF&W licensing, dog licensing, vital records preparation, tax collection and Local Health Officer tasks. Experience working in a municipality or other private or governmental entity with experience using Trio software preferred.

The Town offers a competitive salary and benefits package including health insurance, retirement and vacation. Interested candidates should submit a cover letter and resume to: Katie Haley, Town Manager, 16 Lovewell Pond Road, Fryeburg, Maine 04037 or e-mail: Townmanager@fryeburgmaine.org. The job description can be found on the Town web site at www.fryeburgmaine.org. The position will remain open until filled.

Fryeburg is an Equal Opportunity Employer.