



# Town of Littleton

Human Resources Department, Room 307

37 Shattuck Street, Littleton, MA 01460

Phone/Fax: (978) 540-2457

Michelle Vibert, HR Director- [mvibert@littletonma.org](mailto:mvibert@littletonma.org)

## EMPLOYMENT OPPORTUNITY

### FINANCIAL ANALYST Finance Department

Full-time 40hrs/week

Starting Pay: \$29.59/hr - \$31.09/hr

Application Deadline: Open until filled

The Town of Littleton is seeking qualified applicants for a full time 40 hour/week, benefit eligible Financial Analyst position in the Finance Department. Responsibilities include assisting with monthly and quarterly reconciliations, including but not limited to warrants payable, collector's receipts, and payroll withholdings, reconciling grants on a monthly basis, assisting with the completion and ensuring accuracy of all required duties, calculations for various departments of benefits and indirect costs, warrants payable, grant reconciliation, etc., monitoring various departmental expenditures, providing information to department heads regarding expenditures and account status on monthly basis or as requested, and reconciling account balance discrepancies as needed.

A complete job description and the employment application can be found on the Human Resources page: <https://www.littletonma.org/Jobs.aspx?UniqueId=107&From=All&CommunityJobs=False&JobID=Financial-Analyst-37>

Successful candidates will have a Bachelor's Degree in Business or Finance and a minimum of three years responsible experience in business or related field. This position will be subject to a thorough background check.

The starting pay rate is \$29.59 - \$31.09/hr, commensurate with experience. This is an exempt position governed by the Employee Handbook and Personnel By-Law. Application with cover letter and resume should be sent to [jobs@littletonma.org](mailto:jobs@littletonma.org). **Applications accepted until position is filled.** The Town of Littleton is an EOE.