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Town of Ayer Employment Opportunity

Assistant Town Accountant

The Town of Ayer is seeking a qualified professional as the Assistant Town Accountant. Working under the direction of the Town Accountant, the Assistant Town Accountant is responsible for performing a variety of technical, accounting, and administrative functions related to the maintenance of the Town's financial records. Responsible for the preparation of the bi-weekly accounts payable warrant and for the bi-weekly review of the payroll warrant. The Assistant Town Accountant maintains the Town's vendors in the accounting system and interacts with the Town's various vendors. Prepares the annual Form 1099s for distribution to vendors and government agencies. Reviews and posts the general cash receipts on a weekly basis. Has the authority to assume the statutory duties of the Town Accountant in her absence. The complete job description can be found at www.ayer.ma.us/jobs

Minimum qualifications: Associate's degree in accounting or business field plus 5 years' experience, municipal experience preferred; or equivalent combination of education and experience. Ability to use computerized accounting software; meet firm deadlines; communicate effectively; and work effectively in a team. Must pass a CORI check. Salary: \$29.03 to \$30.36 per hour/40 hours a week, DOQ. Town Hall Hours: 8-4 M, W, TH; 8-6 TU; 8-2 F. Excellent benefits package. Union position. Qualified applicants should send a cover letter, resume, and professional references (preferably in a single PDF) to Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us by the deadline of February 23, 2024. The Town of Ayer is an Equal Opportunity Employer.

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