



FINANCE ASSISTANT FINANCE DEPARTMENT

The Town of Bedford is searching for a full-time (35 hrs/wk) Finance Assistant to perform senior level accounting and administrative support of the Finance Department. Duties include, but are not limited to: accounts payable, general ledger, generating reports, payroll, supply inventory and ordering, records management and other duties needed to fulfill departmental responsibilities.

Previous education and/or experience in a municipal setting preferred, at the minimum, an Associate's Degree in business, accounting or related field is preferred. Combination of experience and education may be substituted. Successful candidate will possess exceptional attention to detail, excellent communication skills, ability to work with confidential information, and experience with personal computers including Microsoft Word & Excel as well as accounting software and report writing software. Must also be a team player, highly organized, self-motivated, and possess excellent judgment and customer service skills. Experience in a municipal setting is desirable.

The hours for this position are Monday 8:00 a.m. to 7:00 p.m., Tuesday through Thursday 8:00 a.m. to 4:00 p.m., and Friday 8:00 a.m. to 1:00 p.m. Starting salary for this position is \$48,165-\$50,000 per year depending upon experience and education. The Town of Bedford offers a comprehensive and generous benefits package.

Application for employment may be downloaded at: www.bedfordma.gov

Please note that the Town of Bedford job application is required of all applicants regardless of whether a resume is submitted.

Applications will be reviewed beginning on May 20, 2022.

Please send cover letter, resume and completed Town application to:
Colleen Doyle
Assistant Town Manager for Human Resources and Administration

Via mail: Town of Bedford
10 Mudge Way
Bedford, MA 01730

Via email: humanresources@bedfordma.gov
or fax to (781) 275-6310

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.