



Town of
CLARKSBURG

111 RIVER ROAD CLARKSBURG, MA 01247

TOWN OFFICES (413) 663-7940

MUNICIPAL ACCOUNTANT

The Town of Clarksburg seeks an experienced Municipal Accountant for 24 hours per week. This is a benefitted position including health insurance. Using the Softright Accounting software, responsibilities include accounts payable, state reporting, interpreting state mandates for expense application and procedure. Tracking of Town finances and administration of day-to-day payment of invoices. Compiles and submits year-end financials to the Dept of Revenue, conducts year-end closing procedures and the annual expenditure reports. The salary rate is between \$30.50 to \$32.85 per hour DOQ. The 3 day work week must fall between Monday to Thursday. Good organizational skills, multitasking and a pleasant, cooperative demeanor are highly desirable.

An Associates degree in Business Administration/Accounting is required. A Bachelors is desirable.

A minimum of 1 year of Municipal Accounting experience required, 2-3 years highly desirable. A willingness to participate in Continuing Education and Professional Development is also desirable.

The Town of Clarksburg is an EQUAL OPPORTUNITY EMPLOYER, PURCHASER AND PROVIDER OF MUNICIPAL SERVICES. Interested candidates can submit a cover letter, resume and references to:

TownAdministrator@clarksburgma.gov