

Town Clerk/Bookkeeper

This FT with a great benefits package is a highly challenging and responsible position while performing a variety of administrative duties. Candidates should possess excellent reading and writing skills, capable of multi-tasking with minimum supervision. Candidates must be organized with good communication skills and experience in the following areas: Office Administrative proficiencies, computer/software use (Microsoft preferred), QBooks, record keeping, data entry, and basic bookkeeping and overseeing elections. Municipal background and experience with TRIO municipal software and Quickbooks desired, but not necessary. Training is available. Job will remain open until filled.

To submit a resume & employment application by email
to: townmanager@stoningtonmaine.org

By Mail to: Town of Stonington, PO Box 9, Stonington, Maine, 04681

Employment applications can be obtained at the

Town Office or on line at www.stoningtonmaine.org.

EOE