

The Town of Bethel is looking for a qualified individual to fill the position of Finance Officer. This position is responsible for all financial functions of the town, including accounting, audit, cash management, banking and reconciliations, accounts payables and receivables. In addition, this position serves as a back-up for payroll, HR administration and sewer billing.

The ideal candidate will have a minimum of three years' experience in this field and/or a combination of related education and experience; working in a municipal environment with experience using Trio municipal software; possess excellent computer skills and effective written and communication skills.

This full-time position offers a competitive wage and excellent benefits package that includes paid medical insurance, life insurance, retirement package, vacation, sick and holiday time off.

To request a copy of the job description or apply for this position, please submit a cover letter and resume to the Town Manager at sjackson@bethelmaine.org. Resumes will be accepted until a qualified individual is found and the position is filled.

The Town of Bethel is an Equal Opportunity Employer.