



The City of Auburn Finance Department is seeking to fill a full-time Accounting Assistant position. The successful candidate must be highly organized, able to work independently as well as part of the Finance Department team, and enjoy working in a very busy office environment. The candidate must be able to maintain a positive and effective working relationship with City and School Departments. Duties include payroll, accounts payable, accounts receivable, reconciling bank accounts, preparing State and Federal reports, maintaining fund accounting records and adjusting journal entries. Qualified applicants must have excellent computer skills. A degree in Accounting or Business Administration or other related field and/or 5 years prior experience in accounting; with municipal government experience is preferred. Munis Software experience is a plus. The City offers a competitive wage and benefit package including 2 weeks vacation and 2 weeks sick time in the first year, 13 holidays, excellent and affordable health insurance coverage, dental, life insurance, pet insurance and excellent retirement options. Also, low cost higher education opportunities, as well as Public Student Loan Forgiveness. This position is a 40 hour work week. Salary range for this position is \$25.42 to \$34.64 and is commensurate with qualifications and experience.

Send resume and list of references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel. 333-6601 ext. 1416. E-mail address is cmumau@auburnmaine.gov. Salary is dependent upon qualifications.

Review of resumes will commence immediately and will remain open until the position is filled.

The City of Auburn is an Equal Opportunity Employer.