



City of Auburn Accounting Assistant

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 and the Airport. Duties include payroll, accounts payable, accounts receivable, reconciling bank accounts, preparing State and Federal reports, maintaining fund accounting records and adjusting journal entries. 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. This position is a 40 hour work week.

Salary range for this position is \$26.42 to \$36.72 and is commensurate with qualifications and experience.

The City of Auburn offers outstanding benefits, including low premium, low out of pocket expense health insurance for the employee and family. Dental insurance, vision insurance, tax free flexible spending accounts and a robust Wellness program for you and your family, as well as free or reduced gym memberships. We offer support both in person and virtually with our Anthem EAP program. Life insurance is provided for the employee and is an option for family coverage as well. *Recognizing the work-life balance, the City offers 13 paid holidays, 12 days of vacation time, and 12 days of sick time annually. Parental leave is available during the birth of a child, if needed. Planning for the future is important for all our employees!* We offer a 401a plan or the Maine PERS pension plan, as well as other supplemental retirement plans. And the City of Auburn is a qualified employer for the Public Student Loan Forgiveness program.

Send cover letter and resume to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel. 333-6601 ext. 1416, or e-mail cmumau@auburnmaine.gov

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

The City of Auburn is an Equal Opportunity Employer