

TOWN OF FRANCESTOWN
OFFICE OF SELECTMEN
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FRANCESTOWN, NEW HAMPSHIRE 03043-0005

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Town of Francestown seeks part-time Administrative Assistant

The Town of Francestown is seeking qualified applicants to serve as the Town's part-time administrative assistant in the Board of Selectmen's office. The administrative assistant serves in the Board of Selectmen's Office in a customer service and multitasking capacity. This position is an integral part of the Town's administrative team, requiring the ability to work independently with strong communication and organizational skills. Demonstrated ability in a customer service role is essential and an understanding of basic municipal operations is strongly preferred. A positive attitude and a willingness to work in a variety of subject areas on different tasks is critical, as is an interest to learn new skills.

Some of the major duties of the position include:

- Serving as the point of contact for the public on a day to day basis;
- Processing payroll, accounts payable and other financial duties using QuickBooks;
- Working extensively in Avitar to maintain and review the Town's assessing records;
- Maintaining the Town's filing system and organize Town records.

This position will be approximately 20-30 hours per week, depending on activity, schedules, workload, and the successful candidate. Regular availability Monday-Thursday 8:00 a.m. to noon and Wednesday noon to 4:30 p.m. is essential, with additional hours flexible. Availability to attend weeknight meetings is preferred. The Town offers pro-rated benefits to part-time employees, including paid time off, paid holidays, and the ability to buy into the Town's health insurance plan. Pay will be commensurate with the successful candidate's qualifications.

The ideal candidate will have a high school diploma or equivalent (Associate's or Bachelor's degree in Business, Municipal Government, or similar course of study preferred) plus two years' relevant administrative experience (previous municipal experience or knowledge preferred). Candidates with a demonstrated ability to perform the duties and an equivalent combination of education and experience may be considered.

To apply, please submit Town Application, resume, and cover letter to Town Administrator Jamie A Pike at PO Box 5 Francestown NH 03043 or selectmensoffice@francestownnh.org.

For the full job description and employment application, see the Town of Francestown's website or the Town Offices. The position will be open until filled.