



Accountant

The Town of York, a coastal community comprised of the villages of Cape Neddick, York Harbor, York Village and York Beach, is accepting applications for the position of Accountant.

This is a highly responsible position related to the financial operations of the Town of York. This individual should be self-motivated with strong organizational skills, the ability to work independently, multi-task and prioritize daily workload. This work involves regular access and exposure to information of a sensitive and confidential nature requiring the exercise of considerable judgment. Work is performed under the general supervision of the Finance Director. Responsibilities include but are not limited to:

- Accounts Payable
- Preparing monthly revenue and expense reports
- Completing bank reconciliations and in-depth analysis.
- Proficiency in payroll and accounts payable with solid knowledge of payroll operations, regulations and methods with the ability to ensure the efficient and timely delivery of employee payroll operations and overview.
- Assist with the annual audit preparation.
- File lien discharges, and foreclosure notices.
- Excellent oral and written communication skills and an ability to effectively interact with, and provide information to, customer, employees, management, elected officials, outside vendors and local, state and federal officials/agencies.

Bachelor's Degree (or higher) in Business, Accounting, Finance or related field required. Minimum of 5-7 years of direct G/L accounting experience preferred or an equivalent combination of education and experience. Advanced training or certification in accounting is desirable. Solid knowledge of principles of accounting is needed.

Non-Exempt, 37.5 hours per week. Salary Range: \$26.18-\$34.59

An employment application is available online at www.yorkmaine.org. Application, resume and cover letter should be returned to Human Resources Department, Town of York, 186 York Street, York Me 03909, or email to klagasse@yorkmaine.org by July 30th, 2021

A complete list of duties, responsibilities and requirements can be provided upon request. Town of York is an Equal Opportunity Employer.

Please submit a cover letter and resume to;

Town of York
Kathryn Lagasse
186 York Street
York, Maine 03909
klagasse@yorkmaine.org
