



Nahant Town Hall
334 Nahant Road
Nahant, MA 01908
Tel. (781) 581-9927 Fax (781) 593-0340

Town of Nahant
Temporary Assistant Town Accountant
Job Posting

The Town of Nahant is seeking qualified applicants for the temporary position of Assistant Town Accountant. Applicants should be available for 20 to 40 hours per week and the position may be held for 1 to 3 months. Responsibilities include providing accounting, administrative and technical support to the Town Accountant. Essential functions include preparation of accounts payable and payroll warrants in compliance with MGL, auditing weekly payroll and verifying disbursements and availability of funds, reconciling cash receipts, and tracking project accounts and grants. Assists the Town Accountant with preparation of reports for state and federal agencies, assist with budget analysis, budget preparation, and the year-end audit. Performs similar or related work as required or as situations dictate.

Knowledge and Skills:

- a) Exceptional attention to detail
- b) Excellent communication skills
- c) Ability to work with confidential information
- d) Experience with Microsoft Excel, Word, and accounting software

Qualifications

Minimum of an Associate's degree with three years in municipal finance or any equivalent combination of education and experience.

Compensation and Job Specifics

Hourly Rate: \$20.00 - \$40.00/hour. Negotiable depending upon qualifications.

Submittal Requirements:

All submittals must contain a cover letter and resume and must be received by:

Submittal Deadline: Friday July 24, 2020 at 12:00 Noon

Please email resumes to: dwaters@nahant.org and abarletta@nahant.org

Or mail to: Deborah Waters and Tony Barletta
Nahant Town Hall
334 Nahant Road
Nahant, MA 01908

Resumes held in confidence

No telephone calls please.