

# **BOOKKEEPER - PART TIME TOWN OF SEARSMONT**

Approximately 10-12 hours per week. Duties include using TRIO software system to process Accounts Payable and Payroll, provide financial reports, and balance general ledger accounts. Requires a high school diploma or equivalent, training and/or experience in Accounting, and good computer skills. The ability to work independently and attention to detail are essential. Prior municipal experience and knowledge of TRIO software is a plus.

Job description available in town office or online at [www.searsmont.com](http://www.searsmont.com). Submit cover letter and resume to  
Attn: Selectmen, Searsmont Town Office,  
P.O. Box 56, Searsmont, ME 04973.

For questions, contact the Searsmont Town Office at 342-5411. EOE.