

TOWN OF EASTHAM
Assistant Town Accountant

The Town of Eastham seeks a qualified individual for the full-time (35 hours/week) Assistant Town Accountant position. Working under the direction of the Town Accountant, the position performs highly responsible accounting tasks, including primary responsibility for all accounts payable, and support for internal audit functions, the maintenance of financial records and preparation of statutory reports, tracking and recording of fixed assets, and financial monitoring of all federal and state grants.

Successful candidate will have a BA degree in accounting, finance, or related field with 5 years experience in accounts payable and payroll, or an equivalent combination of education and experience. Municipal experience preferred, and MUNIS experience desirable. Must have strong office, computer, and oral and written communication skills.

Competitive salary and benefits. CORI, MA Driver's License, physical and drug test required.

Town Application and job description available at www.eastham-ma.gov. Send cover letter, application and resume to: Laurie Gillespie-Lee, Town of Eastham, 2500 State Highway, Eastham, MA 02642 by Tuesday, May 17, 2016.

AA/EOE