



# Massachusetts PROVINCETOWN

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

#### *Assistant Town Accountant*

The Assistant Town Accountant assists the Finance Director in planning, controlling and reporting the Town's financial and accounting functions including the management of detailed financial records required to monitor and maintain the municipal accounting system. Performs a variety of responsible duties of a technical and administrative nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently. This position serves as a backup for other department responsibilities such as payroll, accounts payable processing and all other related duties as assigned.

This a full time 40 hour a week, salaried, confidential position, working Monday – Thursday 8-5 and Friday 8-12.

Applicants for this position must have an Associates degree in accounting or related field; 3-4 years accounting experience; Proficiency with MS Excel; Municipal and MUNIS experience preferred; MMAAA Certification or commitment to obtain certification

This is a Grade 6, nonunion position within the Town's Compensation Plan. Starting pay will be based on demonstrated qualifications and experience within the salary range of \$63,450 - \$70,045.

For initial consideration please send completed application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or [hr@provincetown-ma.gov](mailto:hr@provincetown-ma.gov) by April 22, 2022 at 11AM. This position will remain open until filled.

*The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.*

*Alex Morse, Town Manager*

Posted: Provincetown Town Buildings, Indeed, LinkedIn, Facebook, CCYP, Handshake, Independent

Date: 03/31/2022, 11:45 am AR