

JOB POSTING
September 23, 2015

Bookkeeper-Senior Clerk Accounting

Performs administrative, accounting and personnel services assisting the Finance Director/ Town Accountant and Assistant Town Accountant in the maintenance and processing of all Town financial records, accounts, contracts and policies, and transactions; performs all other related work as required.

This position is a TOSCA A-6 classification for 35 hours per week. The current starting salary scale for this position is \$18.88. Job Description attached.

Scituate employment application, cover letter, resume and three reference to Sheila Manning, Assistant to the Town Administrator, 600 Chief Justice Cushing Highway, Scituate, MA 02066.