

Town of Exeter  
Exeter NH 03833

## ***JOB VACANCY***

---

Date of Notice: April 25, 2019  
Position: **Accounting Specialist**  
Pay Rate: \$17.86 - \$23.79/hour (14 steps) plus benefits

**Requirements:** The Town of Exeter is currently seeking a full time Accounting Specialist. Position is 40 hours per week with excellent benefits. This position is responsible for multiple accounting functions specific to the Finance Department. Position will process and review all aspects of payroll and accounts payable. File both federal and state required payroll reports. Assist Finance department with budget and financial transaction analysis, bank and balance sheet reconciliations. Successful candidate will be able to demonstrate strong mathematical skills, high level of accuracy and attention to detail, have excellent verbal and written communication skills and must be able to strictly maintain confidential information and exercise discretion in delicate situations.

**Qualifications:** Required education level of an Associate's degree in Accounting or closely related field. Five or more years of experience in an accounting office setting or combination of education and experience. Municipal accounting experience preferred. Proficiency with Microsoft Word and Excel required. Munis financial software experience a plus.

Application required, available on Town website: [www.exeternh.gov](http://www.exeternh.gov)

**Email** application, cover letter and resume to:

[dcisewski@exeternh.gov](mailto:dcisewski@exeternh.gov)

Human Resources  
Town of Exeter  
10 Front St  
Exeter NH 03833

Closing date - May 6, 2019

*The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.*