

BOOKKEEPER

The Town of Brandon is seeking a professional individual to fill the vacancy of Bookkeeper. This is a 30 hour part-time position. The selected individual must be able to perform all aspects of bookkeeping thru trial balance and will be responsible for preparing regular financial statements and overseeing the annual audit. The candidate should also possess knowledge of GAAP standards, the ability to review and analyze data, have proficient computer skills with extensive experience in Microsoft Office, ability to work with the public, provide excellent customer service, work independently and have excellent written and verbal communication skills. Knowledge of NEMRC a plus. Please send a resume, cover letter, and references by March 6, 2015 to: Confidential: Bookkeeper Position, Attn: Robin M. Bennett, 49 Center St., Brandon, VT 05733