



Town of Hooksett, NH Clerk

Applications are being accepted for the part-time position of **Clerk** in the **Finance Department** located at 35 Main Street, Hooksett. Duties include, but are not limited to, processing & maintaining accounts payable and performing routine accounting & clerical duties.

Must have two years of experience in accounts payable processing. Additional requirements are a working knowledge of computer word processing and spreadsheet applications, strong communication skills, the ability to establish effective working relationships, and ability to exercise logic & judgment in the performance of all duties.

Must pass all background checks and tests which include criminal, motor vehicle, physical, references, etc. Hourly rate commensurate with experience. No benefits. 6 month probation. Number of hours in work week within Monday through Friday, 8:00am-4:30pm as determined by the Finance Director.

Please submit completed Town Application, resume and cover letter via e-mail to townadministrator@hooksett.org or hard copy to Hooksett Town Administrator, 35 Main Street, Hooksett, NH 03106 via US Postal mail or hand delivery. A detailed job description and application are available via www.hooksett.org or at Town Hall Administration Dept.

Closing Date: Open until filled. Interview process commencing 09/04/18.

Equal Employment Opportunity Employer.