

## **FINANCE AND HUMAN RESOURCES COORDINATOR**

The Town of Ashland, NH, is seeking an experienced **Finance and Human Resources Coordinator** to join the administrative team. Under the direction of the Town Manager, this position oversees the finance department. We are seeking a professional and enthusiastic individual that brings the right combination of knowledge, skills and experience. This position is responsible for maintaining the general ledger in accordance with GASB and GAAP, as well as serves as the Town's human resources person. Ashland, located in geographic center of New Hampshire, has an operating budget of \$2.9M, with municipal water, sewer and electric utilities, operating under an additional \$3.5M budget.

**Minimum Qualifications:** Bachelor's Degree in Accounting, Finance, Business Administration, or related field of study; three to five years' progressive experience in accounting/finance, one to three years' experience in a municipal setting preferred; or any equivalent combination of education and experience.

**Salary:** Commensurate with experience and education, with a salary range of \$55,000 to \$65,000. Position also includes group benefits: medical, dental, life and disability insurance, and retirement.

**To Apply:** Please submit cover letter, resume and references, to the Town of Ashland, Attn: Fran Newton, Interim Town Manager, P.O. Box 517, Ashland, NH 03217, or email to [townadmin@ashland.nh.gov](mailto:townadmin@ashland.nh.gov)

Applications will be accepted until the position is filled, with an initial cutoff of May 28, 2021.

Town of Ashland is an Equal Opportunity Employer.