

## **PAYROLL AND ACCOUNTS PAYABLE CLERK**

The Town of Ashland, NH, has a job opening for a full-time Payroll and Accounts Payable Clerk. Duties for the position include, but are not limited to, human resources tasks, weekly payroll preparation and reporting, bi-weekly accounts payable, filing, and other clerical duties as assigned.

**Minimum Qualifications:** Associate Degree in Business Administration, Accounting, or equivalent; one to two years' experience in a municipal setting preferred; or any equivalent combination of education and experience.

**Salary:** Commensurate with experience and education, with an hourly range of \$18.45 to \$25.00. 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: Katherine Davis, Finance/HR Director, P.O. Box 517, Ashland, NH 03217, or email to [finance@ashland.nh.gov](mailto:finance@ashland.nh.gov)

Applications will be accepted until the position is filled.

Town of Ashland is an Equal Opportunity Employer.