

# *Town of Peru*

PO Box 127, Peru, VT 05152

## Employment Opportunity

The Town of Peru, VT is seeking applications from willing and qualified individuals to fill one appointed position of:

### ASSISTANT TOWN CLERK/ASSISTANT TREASURER

Part-Time: 15 hours per week

Tuesdays & Thursdays 8:30am - 4:00pm

Knowledge of basic computer skills is necessary. Skills in Word, Excel and Quickbooks are desirable. Experience in bookkeeping and/or accounting is valuable. Must be comfortable communicating with the public while being courteous and helpful in face to face encounters, on the phone and via e-mail as necessary.

### **Responsibilities:**

**Assistant Town Clerk:** Various recording and filing duties, issue and maintain dog licensing, customer service, clerical duties, maintain town website and elections division, attend one Selectboard meeting per month, amongst other aspects of assisting the Town Clerk.

**Assistant Treasurer:** Account payables, create reports, maintain files, assist with tax bills amongst other aspects of assisting the Treasurer.

Please contact the Town Clerk with any questions you may have regarding this position.

(802)824-3065

peruclerk@gmail.com