**JOB POSTING**

**TOWN OF PERU**

**Part-Time Assistant Clerk and Assistant Treasurer**

Days: Tuesdays & Thursdays

Hours: 8:30am – 4:00pm

**Job Description:**

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

**Responsibilities:**

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

*Assistant Treasurer:* Accounts payable, create reports, maintain files, assist with tax bills other aspects of assisting Treasurer.

If you enjoy a friendly work environment this could be a job for you! Give the office a call for more information. Phone: 824-3065 or peruclerk@gmail.com