

Board of Selectmen
Extension 109
Town Administrator
Extension 109
Town Accountant
Extension 120
Town Clerk
Extension 114
Tax Collector
Extension 113
Treasurer
Extension 112 or 110
Board of Assessors
Extension 111
Land Use Office
Extension 117
Planning Board
Extension 121
Conservation Commission
Extension 115



Animal Control
Board of Health
Building Commission
Conservation Commission
Council on Aging
Cultural Council
Electrical Inspector
Gas & Plumbing Inspector
Historical Commission
Municipal Planning
Parks & Recreation
Planning Board
Zoning Board of Appeals

PHONE: (978)-827-4100
FAX: (978) 827-4105

TOWN OF ASHBURNHAM

*Town Hall, 32 Main Street
Ashburnham, Massachusetts 01430*

OFFICE OF THE TOWN ADMINISTRATOR

The Town of Ashburnham is seeking qualified applicants for the position of Town Accountant. Duties include accounts receivables and payables, preparing all town monthly department financial statements, assist in budget preparations and annual audits. Reports to the Board of Selectmen and provides support to the Town Administrator. Must be knowledgeable in municipal finance law and financial analysis/reporting. Qualifications: Associate Degree in accounting (Bachelor's Degree in Accounting or related field preferred); at least two years municipal accounting experience; working knowledge of municipal financial software; proficient in Excel; and ability to work in a team environment. Compensation: Approximately \$35.00 per hour @ 25 hours per week. Send resume and three references to Douglas Briggs, Town Administrator, Town Hall, 32 Main Street, Ashburnham, MA 01430 or by email to dbriggs@ashburnham-ma.gov. This position will be advertised until filled, for best consideration please submit resume by January 27, 2012. Ashburnham is an equal opportunity employer.