



TOWN OF LISBON FULL-TIME FINANCE SPECIALIST

The Town of Lisbon is seeking an individual for the full-time Finance Specialist position. Duties require knowledge of accounting and administration equivalent to completion of a 2-year college Associates Degree in accounting, or finance-related field and at least 3 years of related experience, or equivalent combination of education and experience.

Knowledge of laws and regulations relating to tax and accounts receivable collection.

Excellent customer service skills with the ability to proactively establish and maintain effective working relationships and deal courteously with business executives, vendors, associates, employees, internal departments, federal, state, regional and local agencies, community organizations and the general public.

The successful candidate will work cooperatively in a team setting to help meet and exceed customer expectations. Hours of work are Monday - Friday, 8:30 AM - 4:00 PM. Full job description available upon request.

This is a full-time hourly position and pay starts at \$22.71/hr.

The Town of Lisbon offers an **excellent benefits package**; which includes paid holidays, sick and vacation leave, optional life, dental, vision, and income protection insurance, and a choice of retirement plans.

How to Apply: Interested candidates are encouraged to submit a cover letter, resume, and list of three professional references to:

Human Resources Director
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250
or
Email to HR@lisbonme.org

The town reserves the right to fill this vacancy prior to the expiration of the application period.

The application and full job descriptions can be found at www.lisbonme.org

The Town of Lisbon is an equal opportunity employer. The Town of Lisbon is an Equal Opportunity Employer.