

POSITION ANNOUNCEMENT

The Town of Stratham is accepting applications for the following position:

Finance Assistant – Part time

The Town of Stratham, New Hampshire (population 7,600) is seeking an experienced candidate to serve as a Finance Assistant in the Finance Administration Office. The position is one of two part time Finance Assistants supporting the Finance Administrator in performing all financial administration operations for the Town, including payroll, accounts payable, receipts, financial reporting, account reconciliation and human resource administration tasks. This is a 24 hour a week non-exempt position working regularly scheduled days. There is some flexibility in the weekly schedule, with a preference for availability on Tuesdays and Wednesdays.

Stratham is located in the Seacoast region of the state, along the Squamscott River and Great Bay and minutes from the New Hampshire coastline. The successful candidate will join a committed staff of public servants and enjoy a team-oriented and respectful environment focused on delivering quality local government services and continuous improvement. Stratham residents respect professionalism and have a history of active and constructive civic engagement. The Town is proud of its quality of life, “close knit” feel and excellent schools as well as its highly-regarded municipal services.

A candidate for this position should have an Associate's Degree in accounting, business administration, or a related field, with one to three years of professional accounting or bookkeeping experience. Knowledge of municipal accounting principles is a high consideration but not required; proficiency in financial computer applications, and excellent numerical and analytical skills are essential. You should be detail-oriented, possess strong communication abilities, and demonstrate a proactive approach to staying current with municipal laws and procedures.

The hourly rate for this non-exempt position is between \$25.00 and \$28.00 an hour depending on qualifications and experience. Paid vacation, sick time and holidays are offered. Applications will be accepted on a rolling basis; initial interviews are planned to begin immediately.

Prospective candidates are requested to submit a Town of Stratham job application (<https://www.strathamnh.gov/sites/strathamnh/files/uploads/employmentapplication.pdf>), cover letter and resume to Finance Administrator Christiane McAllister, Stratham Municipal Center, 10 Bunker Hill Avenue Stratham, NH. Electronic submissions should be sent to cmcallister@strathamnh.gov.

The Town of Stratham is an equal employment opportunity employer.