

Office of  
SELECTMEN  
148 Peck Street  
Rehoboth, MA 02769



Tel.: (508) 252-3758  
Fax: (508) 252-5342

**“Job Posting”**  
**Town Offices**  
**Treasurer’s Office**  
**Assistant Treasurer**

**Position:** Assistant Treasurer  
**Hours:** Full-time 36 hour per week Clerical Union Position with benefits  
**Pay Rate:** According to AFSCME Union Contract

The Town of Rehoboth is seeking applicants for a full-time Assistant Treasurer to support the Town Treasurer. The qualified individual will handle routine and confidential clerical, bookkeeping and administrative functions including compiling payroll data to maintain payroll and employee records for the Treasurer’s Department.

**Required qualifications:**

- A. Graduation from an accredited two year college or university with a degree in accounting, finance, business or a closely related field, and
- B. Two years of related experience in municipal accounting or finance work, or
- C. Any equivalent combination of education and experience
- D. Strong oral and written communication, organizational and time management skills and computer skills.
- E. Proficiency with Microsoft Word and Excel
- F. Ability to pay attention to detail and maintain accurate records

Please forward resume and cover letter along with employment application to: Helen Dennen, Town Administrator, 148 Peck Street, Rehoboth, MA 02769 or by email to [hdennen@town.rehoboth.ma.us](mailto:hdennen@town.rehoboth.ma.us). The position will remain open until filled, with initial interviews beginning August 22, 2018. Employment application may be found on the Town of Rehoboth website at [www.town.rehoboth.ma.us](http://www.town.rehoboth.ma.us).

Affirmative Action/Equal Opportunity Employer

**Posted:** August 7, 2018

**Post at:**  
Town Offices  
Highway Department  
Senior Center  
Police Department  
Fire Department  
Blanding Library  
Town Website  
Rehoboth Reporter  
MMA Website