



POSITION AVAILABLE

The Town of Lebanon is taking applications for the position of Accounting Assistant. Primary job duties include, but are not limited to, managing purchases for the Town, initiating bid requests, performing accounts payable functions, maintaining inventory records, processing permit applications and verifying ordinance compliance. The accounting assistant will also be responsible for updating the Town's web page and social media, as well as, providing assistance as needed to the Administrative Assistant and Financial Officer.

A high school diploma or equivalent is required; some college course work is preferred. Applicants must have knowledge of basic accounting, must be proficient in Microsoft Word and Excel, must be able to deal courteously and effectively with the public and have good oral communication skills.

Applications may be obtained at the Lebanon Town Hall, 405 W. Main St., from 8:30 AM – 4:30 PM Monday – Friday. All applications must be received no later than 4:00 PM on Friday, August 10, 2018.

The Town of Lebanon is an Equal Opportunity Employer.