

JOB POSTING – BOOKKEEPER/HR

The Town of Madison seeks a qualified applicant to serve as Bookkeeper and Head of Human Resources. Madison is a rising community in central Somerset County (pop 4,725) experiencing growth with manufacturing, housing and transportation projects in development.

A qualified applicant must have knowledge of principles and practices of budget preparation and analysis, cash flow, collections, accounts payable, accounts receivable, grant facilitation, payroll, as well as bank notes and investments.

Qualified applicants should have a Bachelor's degree in finance, accounting, or related field, with a minimum of five years relevant work experience. However, an equivalent combination of education and progressively-responsible, related work experience may be considered. The successful candidate will be a great communicator along with strong people skills, problem solving, and strategic thinking.

The Town of Madison offers a competitive salary and an excellent benefit package. Job Description and applications can be found at www.madisonmaine.com

Applications and resumes can be sent to Town Manager, Town of Madison PO Box 190 Madison, ME 04950, or emailed to edd@madisonmaine.com

The position will remain open until filled, but candidates' resumes will be reviewed beginning October 25, 2022.