

Town of Pittsford
Bookkeeper/Assistant Town Clerk Position Opening

The Town of Pittsford seeks a bookkeeper/Assistant Town Clerk to work a minimum of 35 hours per week with excellent benefits beginning immediately. As bookkeeper, you will process accounts receivable, accounts payable, payroll, and assist with other duties. You will also be responsible for some tax administration and employee benefits oversight. Experience with governmental and/or fund/modified accrual accounting and knowledge of NEMRC is a plus, along with proficiency in spreadsheets and word documents.

As Assistant Town Clerk, you will record, index, and maintain land, town and vital records; issue dog and marriage licenses; produce certificates of the above and provide office backup for the Town Clerk.

This position comes with a benefits package that includes health insurance, HSA to which the Town contributes semiannually, Vermont Municipal Retirement, holidays, vacation, and sick leave. Salary based on experience and/or education. Please submit a letter of interest and resume on or before March 12, 2025. They can be mailed to the Town Clerk/Treasurer PO Box 10 Pittsford, VT 05763 or emailed to clerktreasurer@pittsfordvermont.com.