

BOOKKEEPER/AP CLERK – TOWN OF PITTSFORD VT

The Town of Pittsford VT is seeking a part-time Bookkeeper/ AP Clerk. The current position is 26-30 hours a week, with the possibility of becoming full-time. Experience with modified accrual accounting and EXCEL is preferred. Ability to multitask, prioritize work and attention to detail is a must.

Responsibilities include GL entries/reconciliations, bank account reconciliations, AP, AR, Payroll, W2s, 1099s, quarterly reporting to the IRS and State of VT and preparing for annual audits.

Please submit a cover letter and resume to clerktreasurer@pittsfordvermont.com by April 1, 2025.