

Town Office Accounting – Code Enforcement Assistant Search

The Town of Mount Desert seeks a versatile, detail-oriented person to fill the position of Accounting – Code Enforcement Assistant. This is a year-round, part-time position of approximately 24 hours/week with a 6-month probationary position based (Grade 2) hourly wage of \$23.38. Upon successful completion of the mandatory 6-month probationary period, the position based (Grade 2) hourly wage will be \$24.68, which provides support for the Treasurer and Code Enforcement Officer. Duties of the Accounting Assistant include, but are not limited to, data entry of payroll time, routine invoice entry and scanning, filing, and mail processing. Duties of the Code Enforcement Assistant include, but are not limited to, answering phone calls and providing information to walk-in customers, filing, organizing, and maintaining records and reports.

The successful candidate will have one year of related experience in general office practices, electronic technology, bookkeeping/accounting, and filing, and be a high school graduate, or GED equivalent.

A degree of confidentiality in the processing and knowledge of sensitive materials and issues, and the ability to effectively interact with all members of a diverse community is required. Municipal experience is a plus.

This position is located in beautiful Northeast Harbor on Mount Desert Island.

An Applicant Packet consists of:

- a completed Town Employment Application, available from the Town's website www.mtdesert.org or the Town Office (see Lydie)
- a resume

Application Packets can be submitted via:

1. Email: financedirector@mtdesert.org or ceo@mtdesert.org .
2. Mail: Town of Mount Desert, Treasurer/Assistant Search, PO Box 248, Northeast harbor ME 04662

and will be accepted through 4:30 P.M. on April 6th, 2022, or until the position is filled. Incomplete applications/applicant packets will not receive further consideration.

EOE