



ACCOUNT CLERK II TOWN CLERK/TAX COLLECTOR'S OFFICE TOWN OF MERRIMACK

The Town of Merrimack, NH is seeking applicants for the position of **Account Clerk II** to work within the Town Clerk/Tax Collector's office. This is an entry level, front line customer service position. Daily functions will include, but are not limited to: motor vehicle transactions, processing tax payments, entering vital records, fielding phone calls, daily interaction with residents and other general office support duties. Applicants must be a self-starter with strong multi-tasking, customer service and math skills to work in a fast-paced environment. Minimum qualifications: high school graduate or equivalent, knowledge of accounting principles and numbers aptitude, must possess thorough knowledge of office procedures and computer skills including Windows and Microsoft Office, and have the ability to obtain Municipal Agent and Boat Agent certifications within six months. Prior experience in working with the public, as well as general clerical and cash handling and reconciliation duties are a must. The starting wage for this position is \$15.75 – 16.50/hr., DOE. The current hours for this position are 8:30 a.m. to 4:30 p.m., M-F.

Applications and a detailed job description are available at Town Hall or www.merrimacknh.gov/jobs.

To apply for this position, please submit a cover letter, resume, and a Town Application to Town of Merrimack – HR, Attn: Sharon Marunicz, 6 Baboosic Lake Road, Merrimack, NH 03054, or by email attachment to applications@merrimacknh.gov, no later than 4:00 p. m. on October 8, 2018.
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