

HELP WANTED  
TOWN OF SOUTHWEST HARBOR  
MUNICIPAL BOOKKEEPER

The Town of Southwest Harbor is seeking an experienced Bookkeeper with knowledge of municipal bookkeeping principles and procedures, modern office practices and equipment. The ability to analyze cash flow and investments and perform complex accounting is required. TRIO program experience preferred but others may be considered. Duties include, but are not limited to processing payroll, maintain departmental records, invoice processing, and related records. Prepare all Federal and State reports, reconcile monthly bank statements, maintain accurate insurance records and debt service, daily cash reports and bank deposits. Update department reports as needed, maintain vendor files, prepare for audits and provide financial reports. Applications accepted to November 18, 2011, Please mail to

Bookkeeper Search

Town of Southwest Harbor

P. O. Box 745

Southwest Harbor, ME 04679