

Account Clerk II

Closes On: July 27, 2022 at 12:00 PM EST

Location: Town Hall, Merrimack, NH 03054

Department: Town Clerk/Tax Collector's Office

Job Status: Full-Time

Days Worked: Mon., Tue., Wed., Thu., Fri.

Hour Per Week: 40

Position Type: Full-Time

Status: Accepting Applications

Details: Hours of work are M - F, 8:30am - 4:30pm (with occasional Tuesday work from 11:00am – 7:00 pm)

EXTERNAL CANDIDATES: <https://nh-merrimack.civicplushrms.com/careers/>

INTERNAL CANDIDATES: <https://nh-merrimack.civicplushrms.com/>

Job Summary

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. 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 \$15.98 – 17.00/hr., DOE. Up to 5% wage increase after 6 month trial period. For full-time position: Excellent benefits package including participation in the New Hampshire Retirement System, paid vacation, sick and personal leave and **100% employer paid health, short-term disability and life insurance premiums.**

Additional Information

With occasional Tuesday work from 11:00am – 7:00 pm

Application Special Instructions

Applicants will be required to submit a resume and cover letter.