

Job Posting – Administrative Assistant (Taxes, Water, Sewer) Town of North Haven

The Town of North Haven, Maine, is accepting applications for an Administrative Assistant. If interested, please send your resume to:

Rick Lattimer, Town Administrator
PO Box 400
North Haven, Maine 04853
administrator@northhavenmaine.org.

Duties: The Administrative Assistant is responsible for a wide range of duties that support our community. These duties include:

- Serving as Tax Collector or Assistant Tax Collector
- Budgeting and managing the Sewer Department's and Water Department's financial accounts
- Preparing Sewer Department and Water Department warrants and certificates of commitment for the Select Board
- Sending out Sewer Department and Water Department bills
- Collecting and processing Sewer Department and Water Department payments
- Supporting the Water and Sewer Departments, including coordinating maintenance requests, ensuring federal and state reports are filed and responses to questions are provided in a timely manner, and generally assisting as needed
- Filing required federal and state Sewer Department and Water Department reports, including Public Utility Commission reports for the Water Department
- Processing tax liens and Sewer Department and Water Department liens as they arise
- Bookkeeping and recordkeeping
- Preparing materials for the annual Town Report
- General office support

Required Skills & Characteristics: Demonstrated customer service skills, bookkeeping and facility with financial accounts, organizational and recordkeeping skills, computer skills, attention to detail, initiative, cooperation and ability to get along well with and assist other members of the office and customers - occasionally in a fast-paced or tense situation, ability to learn and put newly acquired knowledge into action, and an ability to keep track of multiple tasks and follow them through to completion. Bookkeeping or financial experience in a similar office setting is preferred.

Training: The Town will pay for training and for time spent shadowing the outgoing Tax Collector/Administrative Assistant. Most of the training for this position will consist of hands-on shadowing of the incumbent, ideally two full months' of training in September and October 2022.

Nature of Position, Schedule, Work Hours: The Town Office's core hours are from 8:00 am to 4:30 pm Monday through Thursday and 8:00 am to 1:00 pm on Fridays. Depending on the applicant, this position can be structured as part-time or full-time, and the Town will negotiate a work schedule with the successful candidate.

Pay and Benefits: The starting pay for the position is \$25.00 per hour and is negotiable depending on experience. Benefits include accrued vacation and sick leave, a voluntary retirement plan (similar to a 401(k)), health, and dental insurance.

Application Due Date: Please submit your application by Friday, June 17, 2022.

Start Date: The current Tax Collector/Administrative Assistant will work through Monday, October 31, 2022. The Town prefers to have the new Administrative Assistant in place by Monday, August 29, 2022, to allow time to shadow and begin training.

Questions: Contact Rick Lattimer, 867.4433.

The Town of North Haven is an Equal Opportunity Employer