



TOWN OF LISBON

INCORPORATED 1786

BOARD OF SELECTMEN

1 NEWENT ROAD
LISBON, CONN. 06351-2926
TEL. (860) 376-3400
FAX. (860) 376-6545



EMPLOYMENT OPPORTUNITY

TOWN OF LISBON BOOKKEEPER

The Town of Lisbon is presently accepting applications for the position of Bookkeeper, a 30 hour per week union position. The successful candidate will have the skills and knowledge generally acquired with an Associate's Degree in accounting or business administration, with two years of increasing responsible office accounting or municipal bookkeeping experience. The position performs administrative bookkeeping work of some complexity and variety in the functional area of accounts payable, accounts receivable, payroll budget administration and in the preparation of the annual budget, as well as having experience using QuickBooks. The Bookkeeper coordinates activities with the Town Treasurer, reviews the trial balance for each fund and makes adjustments as necessary, and performs general work for the Board of Selectmen. Employment applications and a general job description are available during normal business hours in the: **Office of the First Selectman, Lisbon Town Hall, 1 Newent Road, Lisbon, Connecticut 06351.**