



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 increasingly responsible office accounting or 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. The bookkeeper coordinates activities with the Town Treasurer and performs general clerical work for the Board of Selectmen. Employment applications and job description are available during normal business hours in the: **Office of the First Selectman, Lisbon Town Hall, 1 Newent Road, Lisbon, Connecticut 06351**