

## **Town of Madison - Finance Officer (Bookkeeper/Human Resources)**

The Town of Madison is seeking a qualified applicant to serve as Finance Officer (Bookkeeper / Human Resources). Madison is a rising community in central Somerset County (pop 4,725) experiencing growth with manufacturing, housing, and transportation projects in development.

Qualified applicants must have knowledge of budget preparation and analysis, cash flow, collections, accounts payable, accounts receivable, grant facilitation, payroll, as well as banknotes and investments. They should have a bachelor's degree in finance, accounting, or a related field, with a minimum of five years of relevant work experience. However, an equivalent combination of education and progressively responsible, related work experience may be considered. The successful candidate must also have strong communication and people skills, and capabilities in both problem solving and strategic thinking.

The Town of Madison offers a competitive salary and an excellent benefit package. Job description and application can be found at [www.madisonmaine.com](http://www.madisonmaine.com). Applications and resumes should be sent to: Town Manager, Town of Madison, PO Box 190, Madison, ME 04950, or emailed to [townmanager@madisonmaine.com](mailto:townmanager@madisonmaine.com).

The position will remain open until filled.