

CITY OF BERLIN

FINANCE DEPARTMENT

Job Title: Full-time Account Clerk - 35 hrs. per week

Rate of Pay: \$16.59

The City of Berlin Finance Department is accepting applications for the position of Account Clerk. This position functions in a customer service role to process payments and provide information in regard to real estate taxes, sewer bills, motor vehicle registrations and other city revenues. The successful candidate will be skilled in balancing cash receipts and basic bookkeeping and accounting functions.

Candidates must possess excellent communication and customer service skills, have a high school diploma and a minimum of two years' experience in clerical/bookkeeping or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Associates degree or additional education and/or experience in accounting/administration is preferred. A more detailed job description is available by clicking [here](#).

Application deadline: **Position will remain open until filled**

Please submit City of Berlin application, a cover letter and resume to:

**Holly Larsen, Finance Director, City Hall
168 Main Street, Berlin, NH 03570 or info@berlinnh.gov
Phone: 603-752-1610**

The City of Berlin is an Equal Opportunity Employer