

FINANCE ADMINISTRATOR/SPECIALIST TOWN OF NEWTON, NH

The Town of Newton, New Hampshire (population approx. 4600) is seeking an experienced finance administrator/specialist, preferably with municipal experience. Although traditionally a part-time position, the Town is flexible in offering this as a full-time position, based on qualifications, to meet the needs of the right candidate. Newton is located in southeast NH bordering Haverhill MA and Plaistow NH. It has an SB2 town meeting form of government with a 5-member Board of Selectmen and the position reports to the Town Administrator. Newton employs a workforce comprised of approximately 13 FT/64 PT employees and has an operating budget of approximately \$3.7 million.

The successful candidate should have experience with finance administration, general accounting practices, accounts payable, accounts receivable and benefits administration. Associate degree in accounting or related field and experience in municipal finance preferred; OR equivalent combination of experience and education which demonstrates an ability to be successful in the position. The hourly pay range for a part-time position is from \$25.00 to \$29.00, while the top of the salary range for a full-time position is \$85,000 with excellent benefits, starting salary commensurate with qualifications. Newton is an equal opportunity employer.

For further information potential candidates are directed to the Municipal Resources, Inc. website at www.mrigov.com/career or to contact Municipal Resources, Inc. at 603-279-0352 ext. 330.

To apply submit a resume and cover letter in confidence as a PDF attachment to recruitment@mrigov.com. **Applications accepted until the position is filled with the first resume review on February 20th, 2025.**

