**Finance Assistant – Accounting & Reconciliation**

**Washington County Government - Machias, Maine**
**Full-Time - 40 Hours per Week - Monday-Friday**

Washington County Government is seeking a dependable, detail-oriented **Finance Assistant** to join our Finance Department. This is a great opportunity for someone with accounting or bookkeeping experience who enjoys working with numbers, solving problems, and being part of a team.

**What You'll Do**

The Finance Assistant supports the County's day-to-day financial operations and works under the direction of the Finance Director. Responsibilities include:

- Preparing monthly bank and account reconciliations
- Preparing monthly and quarterly billings
- Assisting with accounts payable and accounts receivable
- Assisting with cash receipts and deposits
- Assisting with payroll processing and benefits reconciliations
- Preparing annual 1099s and the Unclaimed Property report
- Assisting with tax assessment billings to municipalities
- Preparing State Court billing
- Assisting with general ledger entries, financial reports, and audit schedules
- Responding to routine questions from vendors, municipalities, and others
- Assisting with general HR reporting and related duties as assigned
- Supporting improvements to financial procedures and internal controls

**What We're Looking For**

The ideal candidate will have:

- A two-year degree in accounting, finance, business administration, or a related field, or an equivalent combination of education and relevant experience
- Two years of accounting or bookkeeping experience preferred
- Strong Excel and computer skills
- Ability to complete detailed bank and account reconciliations
- Strong organizational, communication, and problem-solving skills
- Excellent attention to detail and accuracy
- Ability to manage multiple responsibilities and deadlines
- Experience with financial software; **TRIO experience is preferred but not required**

**Why This Position?**

This role offers the opportunity to develop broad, hands-on experience in governmental accounting while working across many areas of County finance. It may be particularly attractive to an accounting professional who wants to expand their experience beyond a traditional bookkeeping role.

**Schedule:** Monday-Friday, 40 hours per week
**Classification:** Full-Time, Non-Exempt
**Wage range:** $41,954-$65,354

**How to Apply:**

Interested candidates should submit a completed application, cover letter, and résumé to:

**Washington County Government**
PO Box 297
85 Court Street
Machias, ME 04654

Additional information and application materials are available through the county website: www.washingtoncountymaine.com

**Washington County Government is an Equal Opportunity Employer.**