

### Town of Lee Treasurer's Clerk

Clerical, record keeping and support work, primarily processing employee payroll and benefits claims, and otherwise assisting in the orderly operation of the Treasurer's office.

High school graduate, including or supplemented by courses in bookkeeping and accounting; two years of responsible experience in record keeping, payroll and/or employee benefit claim processing. Experienced with Microsoft Excel.

Regular 18 hour/3 day workweek. Hourly wage range of \$13.65 to \$17.20 and prorated paid leave benefits.

Submit resume with letter of interest to Donna Toomey, Town Treasurer, 32 Main Street, Lee, MA 01238. Initial interest will be assessed on August 30, 2010, and applicants will be accepted until the position is filled. The Town of Lee is an equal opportunity/affirmative action employer.