

Townsend Water Department

Department Assistant-Water

The Townsend Water Department is seeking qualified candidates for the position of Department Assistant-Water. This is a part-time 30 hour per week position providing general office and clerical assistance. Candidates must have knowledge and experience working with QuickBooks. Municipal accounting experience is highly preferred. Applications can be obtained at the Water Department office located at 540 Main Street in West Townsend or on the Town's website @ www.townsend.ma.us. Applications can also be emailed upon request. To request an application please email water@townsend.ma.us. This is a union position subject to collective bargaining, with a full benefit package.

The Town of Townsend is an equal opportunity employer