

The Town of East Greenwich is accepting applications for a Full-Time Clerk to the Fire Chief. This position will be responsible for assisting the Fire Administration staff in confidential clerical duties such as payroll, accounts payable, accounts receivable, and coordinating with the Human Resources Department. A successful candidate will have 3-5 years administrative experience in an office setting with responsibilities in accounts payable, accounts receivables and payroll. Associates degree and experience in a municipal setting is strongly preferred. Previous experience in Munis is preferred. A complete job description is available on request.

Application deadline is Friday, May 19, 2017.