



BOARD OF SELECTMEN

CHARLES E. SHEPARD MUNICIPAL BUILDING

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TOWN OF WARREN TOWN ACCOUNTANT Job Posting

The Town of Warren is seeking applicants to join our team as the Town Accountant/Procurement Officer. The successful candidate will perform professional accounting duties, including maintaining the town's accounting system, developing and preparing reports, ensuring proper fund reconciliation, meets Chapter 30B requirements, assisting in the successful completion of a yearly audit.

A Bachelor's degree in Accounting or related field with three years' experience in municipal accounting preferred. Applications along with a job description and list of qualifications can be found under Volunteer and Employment on the town's website at www.warren-ma.gov. Submit your application, along with a cover letter and resume via email to the Administrative Secretary at acerra@warren-ma.gov.