

TOWN OF PARMA OFFICE POSITION – This is an appointed position in the Town Clerk/Tax Receiver/Finance offices. Applicants should have a minimum two year degree in Business, Accounting or Finance. Previous employment history which includes computerized accounting software, office experience with multi-line phones, faxing scanning and use of a multifunction large copier; customer service, communication, organizational skills are necessary. Prior experience in a digital records/electronic content management environment and webpage software experience is a plus. Applications are available at the Town Clerk's office or on the Town website at www.parmany.org, select Departments and Personnel. Cover letter, resume and completed application will be accepted until such time as the position is filled.