

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

**PAUL J. ADAMS
HOULTON**

**NORMAN L. FOURNIER
WALLAGRASS**

**PAUL J. UNDERWOOD
PRESQUE ISLE**

Aroostook County Government Operations Assistant

We have a full-time Operations Assistant position open in the County Commissioners' Office in Caribou. This new position will provide high quality customer service and will be responsible for assisting the Finance Director and the County Administrator with various job duties. This individual will assist with administrative support to the County Administrator coordinating, preparing, and distributing agendas and meeting minutes while also attending monthly meetings. Position will be responsible for executing accounts payable for 1 of the 4 funds, assisting with grant correspondence and reporting, completing various administrative tasks related to annual budget, tax and audit, and other office related duties. This position reports to the Finance Director.

Applicants for this position must have a minimum of a two-year degree in accounting or business administration or comparable work experience. Must also be proficient in Microsoft Office Products, be organized, have excellent verbal and written communication skills, and accurate mathematical skills.

We offer a competitive benefits package that includes Maine Public Employees Retirement System, health, dental, vision and life insurance. A generous vacation, sick and holiday package.

Interested applicants please send a letter of application, current resume and three references. Resumes will be accepted until suitable candidate is found.

Aroostook County Commissioners' Office
Attn: Human Resources Department
144 Sweden Street, Ste. 1
Caribou, ME 04736
Or
christina@aroostook.me.us

Aroostook County Government is an Equal Opportunity Employer.