

TOWN OF MILLIS
FULL-TIME PERMANENT POSITION
Accounting Department
DEPARTMENT ASSISTANT III/PAYROLL

The Town of Millis is seeking applicants for a full-time Department Assistant III (Payroll) in the Accounting Department. Responsibilities include, but are not limited to, processing payroll using MUNIS for all Town and School employees including all related activities, and processing weekly A/P when necessary. This is a benefitted position. Starting salary \$20.87 per hour.

Applications are available upon request at the Town of Millis Board of Selectmen's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or online at www.millis.net. Position will remain open until filled.

The Town of Millis is an equal opportunity employer.