

TOWN OF BETHEL

PURCHASING AGENT/ACCOUNTING ASSISTANT

Perform purchasing and accounting functions, including the technical and specialized procurement of supplies, materials and services for all Town departments.

Qualifications: Accounting or Business Administration Degree or related field and three (3) years' experience in the procurement and/or accounting field; OR an equivalent combination of education, training and experience.

35-hour work week – full benefits.

Salary: 42,500 – 47,500 – DOE

Applications can be obtained from First Selectman's Office, 1 School Street, Bethel, CT 06801 or fax resumes to (203)794-0169. Applications accepted until August 10, 2016.

EOE/M/F/V/D