

Town of Holden
BUSINESS OFFICE MANAGER-DPW

Town of Holden seeks qualified applicants for the position of Business Office Manager-DPW. Under general supervision of the Director of Public Works, assists with the day to day operations and management of the Department of Public Works. The Business Office Manager-DPW provides executive level support to provide effective customer service, control of payroll, control of accounts payable and receivable, and other related office support functions. Five years or more of experience in the municipal public works field preferred, with progressively increasing levels of responsibility. Minimum salary \$55,532, negotiable DOQ. Submit cover letter and resume to Town of Holden, Town Manager's Office, 1204 Main Street, Holden, MA 01520 or visit www.holdenma.gov Employment Opportunities for more information. Closing date 9/28/18. Town of Holden is an Equal Opportunity Employer.