

The Town of Rhinebeck is accepting applications for a Bookkeeping/Accounts Payable Clerk to work 15-20 hours per week. Minimum pay is \$15/hour, negotiable depending on experience. The position includes but is not limited to the following duties

- *General Office duties
- *Compiling reports
- *Processing purchase orders
- *Budget tracking
- *Prepare vouchers for payment
- *Knowledge of Excel and Word