

Town of Sanbornton, NH
Now Hiring: Finance Coordinator (Full-Time)

The Town of Sanbornton is seeking a detail-oriented and motivated **Finance Coordinator** to join our administrative team. This position plays a key role in maintaining the Town's financial operations, including accounts payable, payroll, and general ledger management. Reporting to the Town Administrator, the Finance Coordinator is responsible for the day-to-day financial functions of the Town, ensuring accuracy, compliance, and efficiency in all accounting processes. This is a full-time, non-exempt position.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field is preferred
- Minimum of three (3) years of experience in bookkeeping, payroll, accounts payable, and general ledger functions
- Municipal experience or any other combination of credentials demonstrating capabilities
- Strong understanding of GAAP and governmental accounting practices
- High level of accuracy, confidentiality, and attention to detail
- Ability to communicate effectively and work collaboratively with staff and the public

Why Join Sanbornton?

Sanbornton offers the opportunity to work in a collaborative, community-focused environment where your contributions directly support local government operations and services.

How to Apply

Please submit your resume to Trish Stafford, Town Administrator by email at townadministrator@sanborntonnh.org or by mail PO Box 124, Sanbornton, NH 03269

Full Job Description and employment application can be found at www.sanborntonnh.org

Position open until filled with consideration given to applications received before 10.23.2026.

The Town of Sanbornton is an Equal Opportunity Employer