


Bookkeeper – Franklin County Treasurer’s Office

 Location: Franklin County, Maine

 Status: Full-Time | Non-Exempt

Franklin County is hiring a Bookkeeper to join the Treasurer’s Office. This position supports accounting, payroll, budgeting, and audit functions to help ensure the county’s financial accuracy and compliance.

Responsibilities

- Process payroll, invoices, and deposits
- Prepare financial reports and assist with annual budgets and audits
- Monitor grants, investments, and expenditures
- Maintain accurate financial records and provide administrative support

Qualifications

- Associate degree in Accounting or related field (Bachelor’s preferred)
- 2+ years office experience; 3+ years fund accounting preferred
- Proficient in Microsoft Office (Excel, Word, Outlook)
- Strong attention to detail and confidentiality
- FOAA training required upon hire

Benefits

- Health, dental, vision, and life insurance
- Short-term disability
- Two retirement plan options
- Paid holidays, vacation, and sick leave

How to Apply

To apply, visit:

www.franklincountymaine.gov/employment

Attach your cover letter and resume.

Applications will be accepted until October 23, 2025.