



# TOWN OF HUDSON

12 School Street  
Hudson, New Hampshire 03051

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Tel: 603-886-6024

## Senior Accounting Clerk

### Town of Hudson, NH

The Town of Hudson is seeking a highly organized and detail-oriented **Senior Accounting Clerk** to support the daily operations of the Finance Department. This position performs advanced clerical and technical accounting work, including processing financial transactions, maintaining records, and assisting with reconciliations and financial reporting.

#### Key Responsibilities:

- Process invoices, ensure proper approvals, and maintain vendor records, including W-9s
- Reconcile accounts payable, general ledger entries, credit card activity, and related accounts
- Track purchase orders and encumbrances; assist departments with fiscal year deadlines
- Process and record departmental deposits and coordinate bank deposits
- Prepare 1099 filings, maintain fixed asset records, and assist with year-end close and audits
- Maintain organized financial records and provide general administrative support to the Finance Director

#### Qualifications:

High school diploma or equivalent with a minimum of five (5) years of related experience, or an equivalent combination of education and experience. Municipal experience preferred but not required. Strong communication, organizational, and interpersonal skills required. Must pass a background and credit check and complete a six (6) month probationary period.

#### Compensation & Benefits:

Minimum starting wage of **\$26.00 per hour**, with salary commensurate with qualifications and experience. This is a union position under the **Teamsters Local 633, Hudson Support Staff Collective Bargaining Agreement (2025–2029)**. The Town offers a comprehensive benefits package, including health insurance, participation in NHRS, paid time off, and professional development opportunities.

#### To Apply:

Submit cover letter and resume to [Hudsoncareers@hudsonnh.gov](mailto:Hudsoncareers@hudsonnh.gov) or mail to:  
Human Resource Generalist  
Town of Hudson  
12 School Street  
Hudson, NH 03051

#### Open until filled.

The Town of Hudson is an Equal Opportunity Employer.

