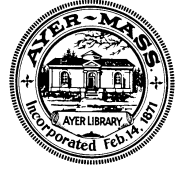


Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts - 01432
Barbara Tierney *CMMT, Treasurer/Tax Collector*
Christina Roberts, *Asst. Treasurer/Tax Collector*

Tel: (978) 772-8209
Fax: (978) 772-3017
Email: TAX@Ayer.ma.us

Summer Intern

The Town of Ayer Treasurer/Tax Collector's office has an opening for a paid summer intern. This position reports to the Treasurer/Tax Collector and will be an integral part of the office from June 22, 2020 – August 28, 2020. This is a Customer Service position which will include the following functions:

- Collect payments
- Answer phone calls
- Perform general administrative duties as typing, composing, taking messages
- Provide office coverage
- Assist the Treasurer/Tax Collector as needed
- Other duties as assigned.

Job Requirements: High school diploma or equivalent, able to pass a CORI check.

We are looking for someone self-motivated, interested in accounting, business or municipal government. This position will work an average of 20 hours per week and is seasonal with no benefits.

If interested, please send letter of interest and resume to btierney@ayer.ma.us. Resumes accepted until job is filled. Resumes received before April 20th, 2020 may take priority.

Ayer is an equal opportunity employer