

**Town of Kent  
Treasurer's Clerk  
Job Posting**

**Hours:** 8 hrs. per week; split between Monday or Tuesday afternoon and Friday afternoon.

**Duties:** include but are not limited to:

- Filing
- Weekly Payroll Processing
- Accounts Payable Processing
- Monthly Bank reconciliations
- Document retention processing
- Tasks assigned by the Treasurer

**Requirements:** Knowledge of payroll processes / QuickBooks / Microsoft Office Suite  
Must be detail oriented

**Answers to:** Town Treasurer

Interested parties submit a resume to the Treasurer's office.

Treasurer email: [treasurer@townofkentct.org](mailto:treasurer@townofkentct.org)

Selectmen's office email: [adminassist@townofkentct.org](mailto:adminassist@townofkentct.org)

**Mailing Address:** Town of Kent  
PO Box 678  
Kent, CT 06757