

**Eagle Lake Water & Sewer District
PO Box 137
243 Old Main Street
Eagle Lake, ME 0473
207-444-5441
[elwsd@fairpoint.net]**

February 23, 2023

Full Time Office Secretary/Bookkeeper

Eagle Lake Water & Sewer District is currently accepting written applications and resumes for full time Office Secretary/ Bookkeeper position. Person applying must have knowledge in Microsoft Office Windows 10, and accounting software (Quick-Books). Process water and sewer billing monthly and other office tasks describe in the job description. Job description available upon request. ELWSD offers a flexible schedule and a generous benefits package: Health Insurance, Retirement plan, 12 paid holidays, plus sick and vacation benefits.

Applications can be picked up at the: **Eagle Lake Water & Sewer Office located at 243 Old Main Street, Eagle Lake, ME 04739 or the Eagle Lake Town Office, 36 Devoe Brook Road, Eagle Lake, ME 04739.**

Application deadline is 1:00 pm March 16, 2023

AN EQUAL OPPORTUNITY EMPLOYER