

# **TOWN OF LYNNFIELD**



## **FINANCE COMMITTEE CLERK**

Duties include attending Finance Committee meetings in the evening from 7:00 p.m. to finish (typically 1-2 hours, although sometimes longer), taking minutes of the meeting, working with chair on creating and posting agendas, distributing minutes and other materials to committee members, and scheduling meetings. Municipal finance knowledge preferred. Send email and resume to Bob Curtin, Interim Town Administrator, at [rcurtin@town.lynnfield.ma.us](mailto:rcurtin@town.lynnfield.ma.us). Hourly rate: \$20.00.

Applications are due by January 24, 2018. AA/EOE.