



**POSITION AVAILABLE**

The Northern Maine Development Commission is currently accepting applications for an Operations Assistant. This position is responsible for accounts payable, accounts receivable, and payroll administration.

Qualifications: The applicant should have an Associate's Degree and one to two years experience in accounts receivable, accounts payable, payroll, and general office duties; or equivalent combination of education and experience.

Effective writing, mathematics, and verbal communication skills; ability to prioritize tasks, strong computer skills including Excel; experience working with Microsoft Office and working within a network environment.

Northern Maine Development Commission is a 501C(3) non-profit corporation and a designated Economic Development District in the U.S. Department of Commerce Economic Development Administration whose mission is to make significant contributions to sustain and improve the quality and standard of living for the region and people of Northern Maine.

Deadline for receiving resumes: **July 10, 2009**

Please send resume and three references to:

Ruby Bradbury, Director of Operations  
Northern Maine Development Commission  
P.O. Box 779  
Caribou, ME 04736  
[rbradbury@nmdc.org](mailto:rbradbury@nmdc.org)

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