TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Senior Account Clerk (Auditor's Department)

QUALIFICATIONS: Candidate for this position should have a High School Diploma or equivalent and three (3) years bookkeeping, accounts payable, typing, computer, and office experience dealing with the public, or an equivalent and relevant combination of education and experience.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: $31,813 – 43,850

BENEFITS: Paid sick leave, vacation; contributory health, dental and life insurance.

POSTING DATES: From: January 6, 2016
To: January 15, 2016

TYPE OF POSTING: Union and Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the Town Hall located at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position Grade 1

SENIOR ACCOUNT CLERK
(37.5 HOURS PER WEEK)

SUMMARY:

Position provides specialized clerical work of more than ordinary difficulty and responsibility in relation to all phases of account maintenance work.

SUPERVISION RECEIVED:

The Senior Account Clerk is subject to the direction and control of the Department Head or his/her designee.

SUPERVISION EXERCISED:

None Noted

QUALIFICATIONS:

Candidate for this position should have a High School Diploma or equivalent and three (3) years bookkeeping, accounts payable, typing, computer, and office experience dealing with the public, or an equivalent and relevant combination of education and experience.

Special Qualifications, Knowledge and Abilities

- Must have a minimum of three (3) years Excel spreadsheet experience.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have a high degree of manual dexterity.
- Must be able to lift, handle, and manipulate on occasion at least 30 lbs. normally less.
- Must be able to communicate effectively in writing and orally in a clear and precise manner.
- Must have good stamina and not tire easily.
- Must have normal vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).

GENERAL DUTIES AND RESPONSIBILITIES:

General

1. Provide counter and telephone assistance to the public and Town departments, taking phone calls, directing customers, answering inquiries, and providing directions as necessary.

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2. Place and receive phone calls, refer callers to proper officials or deliver messages as necessary.
3. Assist other departmental staff in the performance of their duties, as necessary.
4. Prepare and input Finance Department payrolls, accounts payable and purchase orders.
5. Maintain Finance Department personnel records.
6. Provide administrative assistance to the Finance Director.

Accounts Payable

1. Establish and maintain new vendor accounts in financial software system.
2. Maintain and reconcile vendor 1099's.
3. Provide assistance to other departments regarding accounts payable inquires.
4. Perform detailed review of Town and School vendor invoices submitted for payment to ensure proper documentation exists, that information has been accurately entered into the financial software system and that funds are available.
5. Input school accounts payable invoices into Town's financial software system.
6. Compile and process the accounts payable warrant.
7. File and store accounts payable records.
8. Review, reconcile, maintain and file purchase orders.

Payroll

1. Perform detailed review of Town and School payroll to documentation.
2. Compile payroll spreadsheet showing individual department payroll amounts and total.
3. Ensure that funds are available to cover payrolls.
4. File personnel information received by Auditor's Office.
5. Provide assistance to other departments in preparing weekly payroll.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE AUDITOR'S OFFICE.