City of Peabody
Human Resources Department
City hall, 24 Lowell Street, Peabody, MA 01960

Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING
COLLECTOR'S OFFICE

Job Title: **Senior Account Clerk/Cashier**

Civil Service: **Official Service (permanent status in this position requires meeting Civil Service test standards).**

Union: **AFSCME Local 364**

Grade: **10**

Pay: **Entry $20.97; mid, $22.56; max $23.63 per hr.**

Location: **City Hall, 24 Lowell St.**

Schedule: **32.5 hrs. per wk.; Mon. Through Wed. 8:30AM to 4:00PM; Thursday 8:30AM to 7:00PM; Friday 8:30AM to 12:30PM**

Summary of Responsibility: (Full description available at the HR Department)
Perform moderately complex clerical and accounting work which requires a moderate degree of decision and knowledge of the department; maintains all types of records, in data bases and paper file systems. Receives request for information from visitors and by telephone; must apply general knowledge of customer service to everyday operations. Performs other related duties as requested.
Examples of Duties:
Signs, calculates, posts, and verifies information to obtain and record financial data for use in maintaining accounting records. Writes, types, or enters information into computer; prepare correspondence and other documents as directed. Receives information and inquiries from the general public in person, by phone and electronically. Respond to inquiries as knowledge allows or refer to appropriate respondent. Enter payments as required to databases and maintain spreadsheets for reconciliation of payments.

Qualifications Required:
Education: High school graduate with coursework in office practices. Formal training in office computer applications is strongly preferred.
Experience: Three years of comparable experience; post-secondary schooling in office business practices is preferred with business computer skills required. An equivalent combination of education and experience which evidences the skills and qualifications are met will be considered.
Skills : Refer to full description available at the HR Department

Physical Demands:
Regularly required to sit and use hands and fingers, handle or feel objects, tools, or controls. Occasionally required to stand, reach with hands and arms, occasionally lift and/or move up to 10 pounds. Vision must be correctable to levels allowing full use of computers and reading from a variety of formats and documents; hearing must allow effective communication in person and by phone.

POSTING DATE: **August 6, 2014**
Qualified candidates apply on or before August 18, 2014 at the City of Peabody Human Resource Office, City Hall, 24 Lowell St.; e-mail, cathy.trombley@peabody-ma.gov: fax 978-538-5982. The City is an EOE.