



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING
TREASURER'S OFFICE
SENIOR ACCOUNT CLERK

Job Title: Senior Account Clerk

Civil Service: Official Service; subject to Civil Service testing procedures as they occur

Union: AFSCME, AFL-CIO State Council #93, LOCAL 364

Location: City Hall, 24 Lowell Street

Schedule: Full-time, 32.5 hours per week, Monday through Wednesday 8:30 AM to 4:00 PM,
Thursday 8:30 AM – 7:00 PM, Friday 8:30 AM – 12:30 PM

Grade and Pay: Grade 10; entry rate \$22.21 per hour; at 6 months: \$23.89 per hour; after 18 months: \$25.04 per hour

Summary Statement of Duties: (Full job description available at the Human Resources Department, City Hall, 24 Lowell Street)

Under the general direction of the Treasurer or his/her designee, position is responsible for specialized clerical work. The position works independently in the absence of supervision on projects that arise and work is normally reviewed upon completion for overall results. This person must have excellent computer and communication skills, with the ability to interact with multiple departments. Strong attention to detail, knowledge of payroll processing, bank reconciliations, accounts payable processing using automated payment methods (ACH) and familiarity with cash handling are musts.

Essential Duties and Responsibilities:

- Entering and posting of receipts and processing checks into/within the city's financial system.
- Creating and generating reports from the financial system and ADP Payroll Module.
- Research receipts, errors and variances with the financial and payroll systems.
- Generates State and Federal reporting of employee pay related data.
- Performs bank reconciliations and tracking of outstanding/outdated checks.
- Records and reports tax title payments and customer information requests as required.
- Processes daily deposits, scanning checks, enters data into the financial system.
- Performs other clerical functions of the department as assigned.

Qualifications: (Full statement of qualifications available at the Human Resources Department, City Hall, 24 Lowell Street)

Education: High School graduate with course work in office/business practices. Post-secondary education in office management or related field beneficial. Experience: Three (3) years of full time work of similar responsibility, duties and interaction. Two years (commonly 60 credit hours) of directly related post-secondary education can substitute for up to 18 months of the required experience. Must demonstrate full proficiency in common office computer applications (such as Microsoft Office Suite); able to prepare data in formats that may require a data base or spreadsheet; excellent keyboard skill is necessary. A combination of relevant education and experience will be considered. Knowledge: Solid grammar and basic math competence; able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages and decimals; understand math formula in spreadsheet use. Must have

good vision and hearing. Must communicate effectively and with tact with employees and the public. Able to read and understand financial and basic legal documents.

Posting date: **October 5, 2017**

Qualified candidates please apply by submitting cover letter and resume or application on or before 12:30 PM on **Friday, October 20, 2017** at the City of Peabody, Human Resources Department, City Hall, 24 Lowell St. Peabody, MA 01960; email ctrombley@peabody-ma.gov; fax 978-538-5982.