



Haverhill

Human Resources Department, Room 306
Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com
Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

October 27, 2016

Job # 2016-048

PLEASE POST
ANTICIPATED OPENING

POSITION: Office Account Clerk
Treasurer/Collector Office

HOURS OF WORK: Monday – Friday 8:00 a.m. – 4:00 p.m.
Full-Time/35 hours per week

SALARY: \$665.66 - \$815.54 per week
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Prepare the mailing of the weekly vendor and payroll checks. Assist Treasurer/Collector with the processing of the bill schedules, ordering of supplies, and requisitions. Process the City's payroll when requested. Process accounts receivables such as Police and Fire Private Duty. Keep totals on gross wages, deductions and prove the same. Balances must be reconciled quarterly for reporting purposes to the IRS and State Department of Revenue. Distribute payroll deductions to Federal, State, insurance companies, labor unions and professional organizations. Reconcile large vendor and Payroll Accounts. Assist the Tax Collector's Office during peak cycles and assists in answering telephone inquiries from taxpayers as directed by the Treasurer-Collector or designee. Perform other related general and clerical duties as requested by the designee and directives of the City Treasurer/Collector such as, but not limited to: typing, filing, and answering phones.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS:

Accounting and reconciliation experience required. Ability to solve problems with little or no supervision. Computer experience necessary. Must be proficient in Microsoft Excel. Must have good typing skills. Ability to operate various office machines. Ability to follow verbal and written instructions. Ability to establish and maintain harmonious relationships with others. Must be bondable. Applicants must have at least three (3) years of demonstrated work experience in general office accounting work. Payroll experience desirable.

(over) 



Haverhill

Human Resources Department, Room 306
Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com
Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

PHYSICAL REQUIREMENTS:

Position is sedentary in nature. Ability to operate office equipment. Ability to walk or stand continuously throughout the day and frequent movement in and out of offices. Ability to lift and/or move up to 25 pounds. Attendance is mandatory.

CLOSING DATE:

MONDAY, NOVEMBER 7, 2016

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php .

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2016-048 WHEN APPLYING ONLINE.