



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – idelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

July 7, 2025

Job#2025-25

PLEASE POST ANTICIPATED OPENING

POSITION:

Payroll Clerk

Treasurer/Tax Collector Office

HOURS OF WORK:

Monday – Friday 8:00 a.m. – 4:00 p.m.

Full-Time/35 hours per week

SALARY:

\$971.05 - \$1,184.80 per week

(According to the City Hall Clerks contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Prepare all aspects of the city weekly payroll process. Input changes, balance batches with each department and handle transmitting of information. Distribute payroll checks for deductions which may include Federal, State, insurance companies, labor unions and professional organizations and any other group as necessary. Prepare bill schedules for Treasurer/Tax Collector office as well as the Information Technology office. Verify and disburse accounts payable. Prepare mailing of the weekly vendor and payroll checks.

Process school payroll. Email school employees pay stubs on a bi-weekly basis. Process deposits for submission to the general ledger. Run reports to generate refunds. Process unpaid checks and stop payments as well as reissues. Provide wage verifications. Responsible for processing the payment of meals and/or sales tax for various city departments.

Assist the Treasurer/Tax Collector Office during peak cycles by answering telephone inquiries from taxpayers as directed by the Treasurer/Collector or designee. Perform other related general and clerical duties as well as directives as requested by the City Treasurer/Collector and/or designee which may include, 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.

(over) ➡



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – idelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

QUALIFICATIONS:

Applicants must have at least three (3) years of demonstrated work experience in general office accounting and payroll processing. 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.

PHYSICAL REQUIREMENTS:

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the city (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Attendance is mandatory.

CLOSING DATE: MONDAY JULY 14, 2025

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2025-25

"The City of Haverhill is an AA/EEO/ADA Employer."