



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

June 4, 2025

Job # 2025-21

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:

\$830.74-\$1,005.56 per week (current rate)

\$871.23-\$1,061.57 per week (rate effective 7/1/2025)

(City Hall Clerks contractual salary schedule-new hires at step 1)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Prepare the mailing of the weekly vendor and payroll checks. Assist department as directed 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 and/or accounts as assigned. Keep totals on gross wages, deductions and prove the same. Quarterly reconciliation of balances to the IRS and State Department of Revenue. Distribute payroll deductions to Federal, State, insurance companies, labor unions and professional organizations. Responsible for reconciliation of all bank statements to the Cash Book identifying reconciling items and recording them appropriately. Responsible for reconciliation of p-card purchases, gas card usage and accounts receivables. Assist with bank runs/deposits as directed. 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.



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PHYSICAL REQUIREMENTS:

Position is sedentary in nature. Some physical effort is required to perform duties. Ability to move in and out of offices and buildings. Vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE: FRIDAY JUNE 20, 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 # 2025-21

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