

SENIOR CLERK I/ ACCOUNTING

Town of Stoughton

Wanted: Senior Clerk I in the Accounting Department. This is a full-time benefitted position working directly for the Town Accountant performing a wide range of administrative, clerical, and bookkeeping tasks. **Duties and responsibilities include but not limited to:** bookkeeping, processing bills, reviewing and processing voucher entries, preparing warrants, preparing and posting of revenue and journal entries, performing general ledger reconciliations, setting up records in the financial system database, maintaining department files, and coordinating correspondence. **Minimum Qualifications:** High School Diploma and 5 years' experience in bookkeeping or working in a financial office environment. **Preferred Qualifications:** Associate Degree plus experience working in an accounting or financial office. Experience in accounting or bookkeeping as well as Microsoft Office and MUNIS software preferred. All applicants must be able to pass a criminal background/ CORI check and a pre-employment physical including drug testing. **Starting salary range:** \$40,285 - \$41,290 DOQ. Resumes will be accepted until position is filled at: Director of Human Resources, Town of Stoughton, 10 Pearl Street, Stoughton, MA 02072 AA/EOE

SENIOR CLERK II/ ENGINEERING

Town of Stoughton

Wanted: Senior Clerk II in the Engineering Department. This is a full-time benefitted position working directly for the Town Engineer performing a wide range of administrative and clerical tasks for the Engineering Department and the Town Planner. **Duties and responsibilities include but not limited to:** bookkeeping, receiving and processing permit applications, maintaining department files, record keeping, responding to public inquiries and directing telephone calls accordingly, initiating purchase orders and processing payments, coordinating outgoing/incoming correspondence, maintain records of consultant contracts, scheduling meetings and appointments, electronic scanning of approved plans, posting agendas and meeting minutes, maintaining surety bond and escrow account records, creating maps utilizing GIS system. **Minimum Qualifications:** High School Diploma and 5 years' experience in bookkeeping or working in an office environment. **Preferred Qualifications:** Associate Degree plus experience working in a Civil Engineering/ Architectural firm or a municipal engineering office. Experience in accounting or bookkeeping as well as Microsoft Office and MUNIS software preferred. All applicants must be able to pass a criminal background/ CORI check and a pre-employment physical including drug testing. **Starting salary range:** \$45,108 - \$47,392 DOQ. Resumes will be accepted until position is filled at: Director of Human Resources, Town of Stoughton, 10 Pearl Street, Stoughton, MA 02072 AA/EOE

