FULL TIME SENIOR CLERK II: TREASURER COLLECTOR’S OFFICE

Town of Stoughton

This is a full-time, benefitted position, requiring occasional flexible hours, and this position will be cross-trained to assist in other departments when necessary.

Duties and responsibilities include but are not limited to: Skilled clerical, bookkeeping, and record keeping work in the maintenance and processing of financial records, requiring a great deal of attention to details and sequencing of actions in processing work consistent with department policies and procedures; all other related work as required.

Qualifications: High School Diploma and 5 years’ experience in bookkeeping or a support position in finance or any equivalent combination of education, professional training and experience. College degree in accounting, finance or associated field preferred, as well as experience handling currency. **Must be bondable. Excellent customer service skills a must.**

All applicants must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing.

Salary range: $44,935.80-$47,210.00

Resumes will be accepted until position filled at: Department of Human Resources, Town of Stoughton, 10 Pearl Street, Stoughton, MA 02072  AA/EOE

*The Town of Stoughton is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipal and community-wide excellence in the town. In doing so, Stoughton strives for a town culture and environment that fosters a true sense of belonging for all and provides opportunity for everyone to participate equally and fully in the town, communities, and neighborhoods.*

"The Town of Stoughton is an **Equal Opportunity/Affirmative Action Employer** and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information."