



NOTICE OF VACANCY

TITLE: Principal Account Clerk
DEPARTMENT: Treasurer
POSITION STATUS: Full time, AFSCME Local 1818 position with benefits
REPORTS TO: Treasurer or their designee
WEEKLY SALARY: **STEP I**
\$990.92

DUTIES

Bookkeeping functions and checking/bank account reconciliation. Enters, deposits and balances daily receipts. Maintains all tax title records, including the management of all public inquiries and requests. Prepares departmental payroll, maintains payroll records, and prepares payroll reports for Treasurer. Accept all departmental turnovers. Maintain the City's financial operating system for all voids and receipts. Prepare all wire transfers for approval. Review and identify all wire transfers from the Commonwealth of Massachusetts.

Seal and mail all account payable checks. Assist with telephone, written and in-person inquiries by City employees and members of the public.

Other duties as assigned.

QUALIFICATIONS:

Three years of full-time or equivalent part-time paid office experience. High School or more advanced education may substitute for this experience. Ability to operate calculators and other office machines; ability to type accurately. Previous computer experience preferred. Willingness to participate in computer training courses required.

Ability to maintain effective communication with City employees, the public, and staff of various financial institutions and government agencies. Demonstrated skills in maintaining accounts and computing financial data accurately required. Familiarity with MUNIS and Microsoft products preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate and use various types of office and computer equipment, printers and the like. The employee must occasionally lift and/or move up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a typical office setting, the noise level is moderate, and it can fluctuate when the employee or other staff are using various office machines.

Qualified individuals are encouraged to apply to the City using this email address: jobs@salem.com. Position will remain open until filled.

Lisa B. Cammarata, Director, Human Resources, 98 Washington Street, 3rd floor

DATED: April 3, 2024

The City of Salem 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.