

Town of East Bridgewater  
Office of the Treasurer/Collector

**Position:** Principal Clerk – Full Time

**Application Process:** Interested candidates should submit a cover letter, resume and a Town of East Bridgewater employment application by July 12, 2021.

The Town of East Bridgewater is seeking a detail-oriented person to fill the Principal Clerk Position working in a professional setting of the Treasurer/Collector's Office.

Duties include but are not limited to: Collecting and posting real estate, personal property, water and motor vehicle payments and local receipts. Processes payments; prepares, balances, and posts daily bank deposits. Receives, verify and post bank lockbox deposits. Provides information and assistance to taxpayers regarding real estate, motor vehicle, water and personal property bills; and to employees regarding benefits and employment. Provides backup to the Assistant Treasurer for payroll processing; enters payroll data, maintains records; prepares payroll checks for distribution. Prepares municipal lien certificates; assists with preparation of refunds for motor vehicle overpayments and abatements.

**Qualifications and Experience:** High school diploma or GED required, Associates degree preferred. At least two years of experience in a business office or any equivalent combination of education and experience. Strong customer service skills and cash handling experience. Must be bondable. Knowledge of current office practices and procedures; knowledge of financial procedures and office software. Good organizational and interpersonal skills. Strong written and oral communication skills, and proficient computer skills.

**Salary:** Full range is \$22.16 - \$26.27 per hour. Clerical Association bargaining unit position. This is a full-time 35 hours, benefit-eligible position.

For a complete description, please visit our website. To apply and download the job description please visit our website: <https://www.eastbridgewaterma.gov/about-us>. Please submit a resume, cover letter with the Town's standard job application to [personnel@eastbridgewaterma.gov](mailto:personnel@eastbridgewaterma.gov).

The Town of East Bridgewater is an Equal Opportunity Employer.



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*Town of East Bridgewater*  
**POSITION DESCRIPTION**

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<b>Position Title:</b>	Principal Clerk	<b>Hours:</b>	35
<b>Department</b>	Collector/Treasurer	<b>Date:</b>	6/14/2021
<b>Reports to:</b>	Treasurer/Collector	<b>FLSA Status:</b>	

**Position Purpose:**

The purpose of this position is to assist in providing technical and customer support to the Treasurer/Collector's function. The Principal Clerk performs highly responsible bookkeeping, collection, accounting, and clerical work. The Principal Clerk processes various transactions, answers customer inquiries, and must have knowledge of relevant state statutes, guidelines and departmental rules and procedures.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

- Assists with all department duties.
- Collect and post real estate, personal property and excise taxes payments. Create batches, process payments, reconcile cash and checks to the daily payment transactions and settlement reports.
- Maintains records; balances receipts daily; may prepare bank deposits.
- Provides information and assistance to taxpayers; explains policies and procedures.
- Process and reconcile electronic tax service payments, verify data and maintain reports for Lockbox and Online Payments
- Process Municipal Lien Certificate requests, maintain files and logs.
- Research returned mail for addresses
- Verify and accept departmental turnovers
- Explain relevant laws, correspond with various departments.
- Prepare payroll checks for distribution
- Research customer inquiries. Fulfill tax information requests
- Post adjustments or reversals as directed by the Treasurer/Collector
- Perform data entry, type, copy, collate, file and perform other clerical duties

- Answers customer inquiries via telephone and in person
- Maintain record retention files, send requests, shred & purge approved files for destruction
- Maintain good community relations with the public.
- Design, prepare and interpret special reports as assigned by the Treasurer/Collector
- Serve as backup for payroll processing and similar related tasks.
- Review and assist new hires with payroll and benefit enrollment paperwork, questions or issues

### **Other Duties and Responsibilities:**

- Provides back up support and assistance to other department staff as required or requested.
- Attends meeting, seminars, workshops etc. to maintain current knowledge of profession or to obtain certifications.
- Performs other special projects and duties as required.

### **Minimum Qualifications:**

#### **Education, Training and Experience:**

High school diploma; associate Degree in Business Administration, Finance, Accounting or related field preferred. One year of office and cash handling experience; experience working with the public; or an equivalent combination of education and experience.

### **Knowledge, Ability and Skill:**

- Knowledge of general office procedures and basic bookkeeping principles; familiarity with bankruptcy laws and state and local laws and procedures relative to municipal collection and taxation.
- Ability to interact appropriately and tactfully with taxpayers; ability to maintain records;
- Ability to work independently and to meet deadlines.
- Cash handling experience preferred.
- Excellent communication skills, both verbal and written. Excellent customer service, accounting, organizational, and related computer software skills; mathematical skills.

### **Supervision:**

- *Supervision Scope:* Exercises independent judgment and initiative in the planning, administration, and execution of the department's services. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

- *Supervision Received:* Works under the direction of the Town Treasurer Collector, Assistant Town Treasurer and Assistant Town Collector, and acts in conformance with applicable provisions of the local bylaws, Massachusetts General Laws, and federal laws.
- *Supervision Given:* None.

### **Job Environment:**

- Majority of work is performed under typical office conditions, with frequent interruptions; noise level is moderate.
- Regularly operates a computer, telephone, copier, fax machine and other standard office equipment.
- Makes frequent contacts with the general public, department heads, the accountant's office, attorneys, banks and mortgage companies. Contacts are in person, in writing, and by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence others.
- Has access to department-level and city-wide confidential information; the application of appropriate judgment, discretion and professional office protocols is required.
- Errors could result in significant confusion and delay, loss of department services and have financial repercussions, exposure to certain legal liabilities.

### **Physical Requirements:**

*(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 40 pounds. Vision and hearing at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*