

NOTICE OF VACANCY

TITLE: Principal Account Clerk

DEPARTMENT: Council on Aging

POSITION STATUS: A full-time AFSCME, Local 1818 position, with benefits

REPORTS TO: Director of Park, Recreation and Community Services or his or her designee

SALARY:

<u>Step I</u>	<u>Step II</u>	<u>Step III</u>
\$825.27	\$855.53	\$906.56

DUTIES:

Assists in the preparation of the annual operating budget of the City

Assists Deputy Auditor in daily entry and postings of Journal Entries.

Processes account payable and salaries payable warrants.

Assists Deputy Auditor in the end of month reporting procedures.

Performs specialized clerical work in relation to account maintenance, as assigned by the auditor.

Maintains communication with department heads and vendors via telephone, written correspondence, and walk-in contracts.

Performs other clerical tasks including typing, record maintenance, and office procedures.

Works independently on reports and unusual problems that may arise.

All 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 according to Civil Service guidelines.

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.

Ability to be bonded required.

Demonstrated skills in maintaining accounts and computing financial Data accurately required.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talks or hears.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Internal (AFSCME, Local 1818) applicants have until 7:00PM, Thursday, December 10, 2015 to apply.

External applicants have until 7:00PM, Thursday, December 17, 2015 to apply to jobs@salem.com.

LISA B. CAMMARATA, Director, Human Resources
City of Salem, Human Resources
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Salem, MA 01970

The City of Salem is an AA/EEO Employer