Joseph C. Sullivan, Mayor

Human Resources Department

Karen M. Shanley
Human Resources Director
781-794-8264
kshanley@braintreema.gov

Kathleen G. Holmquest
Benefits Coordinator
781-794-8263
kholmquest@braintreema.gov

Catherine L. Porter
Human Resources Generalist
781-794-8262
cporter@braintreema.gov

JOB POSTING

JOB TITLE:	Principal Accounting Clerk
UNION:	A.F.S.C.M.E.
LOCATION:	Accounting
DATE AVAILABLE:	October 17, 2016
SALARY:	S-7 - $36,909.60 - $41,605.20

QUALIFICATIONS:

High school graduate with good working knowledge in bookkeeping and accounting procedures and three years of related experience; or any equivalent combination of education and experience.

RESPONSIBILTIES:

Please see attached job description for complete details.

POSTING DATES: October 12, 2016 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184
or email to : kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

Union: AFSCME
Grade: S-7
Approved by Union: 3/11/09

PRINCIPAL ACCOUNTING CLERK

NATURE OF WORK:

Financial records processing of a complex nature using spreadsheets on a personal computer and utilizing financial software; verification and disbursement work of more than ordinary difficulty and responsibility; related work as required.

SUPERVISION:

Works under the direction of the Town Accountant although instruction may be received by the Payroll/Procurement Coordinator and Director of Municipal Finance; work may be performed with a great measure of independence.

JOB ENVIRONMENT:

Performs work under general office conditions requiring minimal physical effort.

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. Duties are not necessarily in order of importance or frequency of performance.)

- Maintains complex financial and bookkeeping records in accounting procedures on a personal computer and in specialized software.

- Works with EXCEL spreadsheets to check, verify and determine accuracy of information to be processed

- Utilizes specialized software, budget information, and contracts in verifying the work of other departments submitted to Accounting.

- Performs reconciliation procedures and data entry into the software system of the computerized accounting systems

- Processes bills payable

- Assists with the processing of payroll and vouchers for payment

- Contacts other departments as necessary to verify accuracy of information submitted, accounts to be charged, account balances, and compliance with contract documents on file

- Uploads and transports files received from other departments into Accounting financial software file and format

- To a limited degree, may trouble-shoot Accounting financial software issues

- Performs other various departmental accounting functions as needed

- Maintains regular and predictable attendance

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Thorough knowledge of office practices/ procedures. Working knowledge of business English, spelling and mathematics.

Skills: Demonstrated skill in the use of personal and main frame computers, and specialized software.

Ability: Ability to operate a personal computer using current software. Ability to maintain accurate bookkeeping records. Ability to appropriately and effectively work with co-workers and the general public in a professional manner.

REQUIRED QUALIFICATIONS:

High school graduate with good working knowledge in bookkeeping and accounting procedures and three years of related experience; or any equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Minimum physical effort is required to perform most duties. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.