Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Principal Cash Clerk

LOCATION: Treasurer-Collector Office

UNION: A.F.S.C.M.E.

DATE AVAILABLE: December 29, 2014

SALARY: S8 - $718.55 - $810.95 Weekly

QUALIFICATIONS:

High school diploma; five years of bookkeeping, customer service and cash handling experience; or an equivalent combination of education and experience.

RESPONSIBILTIES:

Please see attached job description for complete details.

POSTING DATES: December 16, 2014 – 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-8
Approved by Union 5/29/08

PRINCIPAL CASH CLERK
Treasurer/Collector

DEFINITION
The Principal Cash Clerk performs responsible customer service and financial duties pertaining to the receipt, processing and recording of town funds; other related work, as required.

SUPERVISION
Works under the general direction of the Treasurer/Collector and Assistant Treasurer/Collector in accordance with established methods and procedures; issues requiring clarification are referred to the supervisor; the employee works independently to complete work in accordance with established departmental policies and standards; a variety of responsible duties require considerable attention to detail and accuracy.

JOB ENVIRONMENT
Work is performed in typical office conditions. The workload is subject to fluctuations, due to scheduled events and deadlines.

The employee operates standard office equipment.

Performance of duties requires ongoing contact with town employees and departments, banks, and vendors to provide and obtain information on a variety of tax issues; the employee provides assistance to taxpayers daily, in person and by telephone.

The employee may have access to confidential information pertaining to legal proceedings.

Failure to reconcile cash would result in monetary loss and have legal consequences for the town.

ESSENTIAL FUNCTIONS
The essential duties or functions listed below are intended to illustrate 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.

Responds to requests for information and assistance from taxpayers.

Prepare quarterly real estate, personal property and delinquent

tax bills; processes payments and coordinates with banks to obtain information and resolve payment issues.

Processes and proves the town, school & BELD payroll.

Collects payments, provides releases and responds to questions pertaining to payment of taxes for real estate, personal property, automobile excise, transfer station and trash, recycling, special assessments and municipal charges, parking fines and excise taxes.

Proves the department's accounts and pays bills; proves parking lot and meter accounts, bond accounts and insurance accounts.

Assists the Treasurer/Collector with preparation of the departmental budget.

Prepares and makes bank deposits.

Performs daily reconciliation of the department's receipts.

Processes the department's bills and orders supplies.

Computer posting of daily payments and adjustments.

Performs similar or related work as required, or as situation dictates.

KNOWLEDGE, SKILL & ABILITY

Knowledge, Ability and Skill
Knowledge of office practices and procedures; knowledge of bookkeeping, banking and reconciliation processes; familiarity with municipal taxation preferred.

Ability to work independently and meet deadlines; ability to interact effectively and cooperatively with individual employees and town departments; ability to communicate effectively in written and oral form. Must be able to handle cash and checks accurately.

Customer service and problem-solving skills; skill and accuracy in working with numbers and detail; computer skills, including spreadsheets; organizational skills.

REQUIRED QUALIFICATIONS

High school diploma; five years of bookkeeping, customer service and cash handling experience; or an 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.