

## **Town of Charlton Seeks a FT Assistant Treasurer**

The Town of Charlton seeks to fill a Full-Time, benefit-eligible Assistant Treasurer position. Under the general direction of the Treasurer/Collector, the Assistant Treasurer performs administrative and technical work involving the receipt and collection of all revenue due to the Town, and assists the Treasurer/Collector with accounts payable and general book keeping in addition to general administrative duties in the Treasurer/Collector's office. This position performs a variety responsible duties of an administrative and technical nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws.

### **QUALIFICATIONS**

- Associates degree in Business or Finance or related field; Four (4) years experience in Municipal Finance, Accounting or similar Financial Management including payroll processing; or any equivalent combination of education and experience.
- Certification as Assistant MA Municipal Treasurer, Notary Public a plus.
- Knowledge of municipal financial practices, payroll processing and cash management. Knowledge of banking practices.
- Thorough knowledge of computer applications for accounting and financial management.
- Knowledge of MA General Laws.
- Ability to establish and maintain effective working relationships with departments, employees, officials, members of the banking community and the public. Ability to communicate effectively both verbally and in writing.
- Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.
- Ability to establish and maintain complex financial record keeping systems. Ability to prepare complex financial reports. Ability to analyze and interpret payroll and financial data.
- Ability to operate standard office equipment.
- Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational skills. General office management skills. Skill in all of the above listed tools and equipment.

**Hiring Pay Range:** \$19 to \$21 hourly dependent on qualifications. Full range up to \$22.43.

**Internal/External Applicants:** To be considered for this vacancy, please submit the required *Application for Employment*, found at [www.townofcharlton.net/opportunities.htm](http://www.townofcharlton.net/opportunities.htm), to [Jessica.Lewerenz@townofcharlton.net](mailto:Jessica.Lewerenz@townofcharlton.net) by **Monday, January 15, 2018**. Please note this position will remain open until filled. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*