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05/25/16

NOTICE OF VACANCY

DEPARTMENT: HOLDEN MUNICIPAL LIGHT DEPARTMENT
JOB CLASSIFICATION: SENIOR BOOKKEEPER / PRINCIPAL BOOKKEEPER
SALARY RANGE: \$19.46 to \$24.44/hour
HOURS: 37-1/2 HOUR WORK WEEK

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; health insurance, life insurance and dental insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period
Union Agency Shop

HOLDEN MUNICIPAL LIGHT DEPARTMENT
Position Description
FLSA: Non-Exempt

Position Title: Senior Bookkeeper / Principal Bookkeeper * Dept.: Light Department

Reports To: Business Office Manager

* depending upon experience and qualifications of the successful candidate. The position description that follows is for Principal Bookkeeper. If the successful candidate is hired as Senior Bookkeeper, some portions of the job functions and responsibilities will be modified accordingly.

GENERAL SUMMARY:

Responsible for the Department's bookkeeping, including, but not limited to, preparation of accounts payable/receivable, reconciliation of power supply billings, miscellaneous billings, internal and external financial reports or documents. Work is confidential and is only shared with authorized personnel. Under general supervision of the Business Office Manager,

ESSENTIAL JOB FUNCTIONS*:

- Maintains accounts payable information; posts and balances account information daily; records and verifies information with town records and enters appropriate information to financial records for final approval by management. Performs preliminary analysis for and prepares accounts payable warrants in consultation with the Business Office Manager.
- Performs accounts receivable functions; prepares records and cash receipt records, maintains and monitors outstanding balances and prepares and submits related reports and records.
- Sees to the daily cash records and maintains related accounts. Researches and makes appropriate adjustments to records within scope of authority.
- Compiles work orders and enters into databases to generate financial reports.

- Prepares and submits a variety of internal financial reports and records. Runs daily trial balances.
- Prepares a variety of financial reports of Town electric, water/sewer and solid waste operations for management and submission to others.
- Provides support to payroll function as requested.
- Interacts effectively and efficiently with other Town Departments, principally the offices of the Town Accountant and Treasurer/Collector.
- Acts as the lead interface with the Department's outside auditor and supports the annual audit. Supports the Town's audit needs regarding the water/sewer and solid waste operations.
- Prepares special financial reports and records as requested.
- Provides back-up to customer service representatives when necessary.
- Regular and timely attendance is required.
- Performs other related duties as assigned.

EDUCATION AND QUALIFICATIONS:

- High School Diploma or equivalent required; Associates or Bachelor's Degree preferred; three years of financial experience required. Experience working for a municipality or electric light department is a strong plus.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Exercises independent judgment and possesses the highest degree of integrity.
- Advanced knowledge of principles and practices of bookkeeping
- Strong working knowledge of Sage/Peachtree accounting system is a plus.
- Strong working knowledge of Microsoft Office suite (Excel, Word, etc.) as well as other software programs.
- Ability to communicate clearly and concisely with others, both verbally and in writing.
- Ability to prioritize multiple tasks and deal effectively with interruptions.
- Ability to perform detailed work accurately and efficiently within deadlines.
- Ability to work without direct supervision

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Normal office environment not subject to extremes in temperature, noise, etc.
- May spend extended periods of time at the computer terminal, at desk or on the telephone and operating other office equipment requiring eye hand coordination and finger dexterity.

- Occasional lifting, standing, bending and carrying of files, documents and records.
- Occasional interruptions to assist customers in person and on the telephone.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

This position is considered in the essential personnel category during storm or emergency situations.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER
STARBARD BUILDING, 1204 MAIN STREET
HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: **Until June 10, 2016 or until position is filled**

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501
EQUAL OPPORTUNITY EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED