



# TOWN OF SAUGUS

## HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142 • Fax: (781) 231-5666

## Job Posting

Job Posting

Town of Saugus

Accounting Department

### Job Posting

### Accounting Clerk

Applications are being accepted for a full-time (36.5 hours) accounting clerk in the Accounting Department. This position is primarily responsible for the accounts payable process including establishing new vendor files, audit of invoice entry through preparation of final payment warrant; and preparation of year-end reporting of 1099's in adherence with municipal finance law and state and federal law. The qualified applicant will be responsible for a variety of administrative duties under the general supervision of the Town Accountant including support of payroll. This position requires a thorough knowledge of office-related computer software including Microsoft applications. Experience with MUNIS preferred or a plus. Applicants must have a minimum of an Associate's Degree in Accounting, Finance or related field, with at least 3-5 years of municipal financial experience in an office setting.

Please e-mail all cover letters/resumes to Human Resources Manager, Gabriela Lagattolla at [glagattolla@saugus-ma.gov](mailto:glagattolla@saugus-ma.gov).

*Applications will be kept on file for a period of one year.*

*The Town of Saugus is an equal opportunity employer.*

*Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, marital status, or disability.*