



# Town of Saugus

Human Resources  
298 Central Street  
Saugus, Massachusetts 01906  
Telephone: (781) 231-4126 Fax: (781) 231-5666



## **Job Posting**

**Job Title: Principal Clerk**

**Location: Town of Saugus**

**Schedule: Monday to Friday**

**Pay Range: (Union Scale): \$45,084 - \$51,961**

### **Summary of Position Responsibilities:**

Applications are being accepted for a full-time Principal Clerk in the Treasurer/Collector's Office. This position requires a thorough knowledge of office-related computer software, including Microsoft applications, and must possess strong technical skills in computer applications. All other duties as directed.

### **Qualifications:**

The incumbent must possess a thorough knowledge of office-related computer software including but not limited to Microsoft applications; must possess knowledge of general accounting principles; must possess the ability to analyze data; must be able to work independently and with others; must be able to work well with the public and appropriately resolve consumer concerns; must be able to take direction from superiors.

### **Preferred Qualifications:**

An Associate's or Bachelor's in Accounting, Finance or related field preferred or at least 2-5 years of financial municipal experience in an office setting. Prior experience working with Munis a plus.

### **Open Date:**

Open until filled

### **Application:**

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