



TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

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

Job Posting

Full-Time Senior Clerk Water & Sewer Coordinator (Treasurer/Collector Office)

Applications are being accepted for a full-time (36.5 hours) Senior Clerk/Water & Sewer Coordinator in the Treasurer/Collector Office. This position requires a thorough knowledge of office-related computer software including Microsoft applications. The applicant must possess strong technical skills in computer applications.

This person will be maintain our water/sewer billing system, coordinate and prepare semi-annual water/sewer billing including downloading readings from automated hand-held units, review pre-commitment reports for billing accuracy, creating invoices, coordinate printing and mailing of invoices, and prepare final water bills as well as other responsibilities in the office as needed.

Must have excellent customer service skills and a general knowledge of accounting principles. 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.

Please submit application and resume to the Human Resource office,
by email to: 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.