



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 Water & Sewer Coordinator

Location: Town of Saugus

Schedule: Monday to Friday

Pay Range: (Union Scale): \$45,084.18 - \$51,961.14

Summary of Position Responsibilities: Applications are being accepted for a full-time (36.5 hours) Principal Clerk/Water & Sewer Coordinator for the Town of Saugus.

This position provides complex administrative, professional, and analytical work in planning, organizing, and implementing water/sewer utility reading and billing systems, coordinates and prepares all water/sewer bills including downloading readings from automated water meter reading software; review pre-commitment reports, create invoices, coordinate printing and mailing of invoices; prepare final water/sewer bills for real estate transactions; oversee the installation, upkeep, and reading of water/sewer meter equipment; coordinates with other departments in planning and managing the water/sewer accounts including setup of new accounts; provide recommendations related to management of the meter operations and water/sewer billing including development or revision of procedures; preparing reports as required; resolve consumer billing complaints and questions including adjustments due to estimates, incorrect readings or errors and recommend appropriate action to resolve the matter; coordinating appointments for readings and repairs of water meters; all other responsibilities in the office as needed.

Qualifications: 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 ability to analyze data; must be able to work independently and with others; must be able to work well with the public and resolve consumer concerns in an appropriate manner; must be able to take direction from the Department Head.

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.

Open Date: Open until filled

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