

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: Principal Clerk #2024 – 0002, Posted 9/11/24
DEPARTMENT: Finance Department Posting Expire: 10/2/24
HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, and Thursday 8:30 AM – 4:30 PM;
Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.
SALARY: Union CAF-3 (\$1,128.37-\$1,235.88)

The Principal Clerk reports to the Finance Director through the Assistant Finance Director and is responsible for providing administrative support as part of the team in the office. This position is responsible for Finance functions in collaboration with the payroll department and assisting the office in various clerical and administrative duties.

GENERAL DUTIES AND RESPONSIBILITIES:

- Responsible for processing payroll with the payroll department.
- Performs various clerical and administrative duties in the Finance Office.
- Assists the department with auditing payroll and financial calculations.

The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

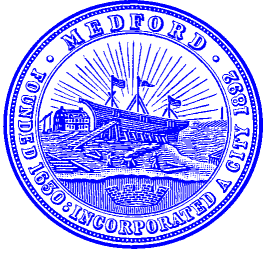
MINIMUM EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- HS Diploma or Equivalent
- Finance Experience Preferred
- At least 1 year of general office/clerical experience
- Municipal experience a plus
- Must be able to work independently and in a team setting

Knowledge: Must be proficient in Microsoft Word, Access, Excel and Microsoft Office Tools, PDF and similar documents. Must have the ability to cross-index and file documents or correspondence in a system alphabetically, numerically or by other established method either through computerized or manual files. Requires proficiency in mathematics and excellent communication skills. Demonstrated customer service skills strongly preferred.

WORK ENVIRONMENT:

The work environment is in a standard indoor office environment. The noise level in the work environment is usually low to moderate.



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ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.