



TOWN OF UXBRIDGE  
21 South Main Street  
Uxbridge, MA 01569-1851  
Phone 508-278-8606/8607 Fax 508-278-3751

**NOTICE**

**POSTED:** June 14, 2012

**NOTICE:** 1 Part-Time Job Opening  
Hours: 25

**CLASSIFICATION:** Administrative Assistant III/Accounting Clerk

**GRADE:** C

**DIVISION:** Finance Department

**REQUIREMENTS:** Per Attached Job Description

**WAGE:** \$14.51 Probationary – first 6 months of employment  
\$18.34 Regular rate

**AVAILABLE:** July 3, 2012

**APPOINTING AUTHORITY:** Town Manager

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to [HR@uxbridge-ma.gov](mailto:HR@uxbridge-ma.gov). Review of resumes will commence immediately, and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, DPW, Council on Aging, Police Station

Union positions must be posted for 10 business days in-house per Article 31 of the SEIU Contract.

*The Town of Uxbridge is an Equal Opportunity Employer*

## **Administrative Assistant III/Accounting Clerk (Updated 06/13/2012)**

### **Definition:**

Bookkeeping and clerical work associated with processing accounts payable. Cross-trained to assume other duties within the financial departments as required.

### **Distinguishing Characteristics:**

- Must be bondable in an amount determined by the Finance Director
- Works under the general supervision of the Town Accountant
- Makes frequent contact with town employees, governmental agencies, and the general public
- Has access to confidential information such as employee personnel records and department oriented information
- Average physical effort required to perform duties under typical office conditions

### **Examples of Work:**

- Assists Town Accountant as required in conformance with applicable provisions of General Laws and local by-laws
- Audits vouchers from all municipal and school departments for accuracy, detailed authorization and appropriateness of expenditures
- Assists Town Account in producing Accounts Payable warrants
- Assists in maintenance of fixed asset records and related reports
- Generates monthly reports for distribution to staff, boards and committees. Works with same to reconcile discrepancies
- Reconciles outstanding tax receivables between tax collector and general ledger
- Answers telephones, photocopies materials, sort and route mail
- Performs other duties or special projects as required
- Provides counter support to other Town offices when needed

### **Recommended Minimum Qualifications:**

#### Education and Experience

- Duties require knowledge of finance and accounting equivalent to an Associate's Degree in accounting or related field
- One or more years of experience in accounting, or accounts payable preferred, experience with computerized accounting systems; direct experience with KVS and/or Vadar systems strongly preferred.

#### Knowledge, Ability, Skill

- Knowledge and experience with Word, Excel, KVS, Vadar or other municipal software
- Ability to deal appropriately with Town employees, officials and the general public
- Ability to maintain accurate records