



Town of Wenham

Office of Town Administrator
Town Hall
138 Main Street
Wenham, MA 01984

TEL 978-468-5520 X2

FAX 978-468-8014

JOB POSTING

POSITION POSTING LISTED BELOW:

A. Finance Assistant/Payroll Clerk

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest to Deb Morong, Administrative Assistant. All such submittals can be mailed or hand delivered to:

Wenham Town Hall
Office of Town Administrator
ATTN: Deb Morong
138 Main St, PO Box 576
Wenham, MA 01984

Submittal Deadline: Friday, June 26, 2015 by 1:00 PM

Additional information regarding the posted position is available on the town website www.wenhamma.gov or can be obtained by calling the Town Administrator's Office at 978-468-5520 X2.

A. Finance Assistant / Payroll Clerk

Status: Full-Time 35 Hrs./ Wk.
Department: Finance Department
Start Date: Negotiable
Compensation: \$18.00 - \$20.00 per hour

Job Description:

Under the direct supervision of the Finance Director, the Finance Assistant/Payroll Clerk provides general administrative support to the Finance Department. Specific job responsibilities include: data entry and review of accounts payables and payroll, tax collection, and bank deposit preparation and ledger posting. Other responsibilities include special projects as assigned by Finance Director, using Microsoft Excel or other financial software.