TOWN OF NORTON
EMPLOYMENT OPPORTUNITY
PART-TIME ACCOUNTING CLERK

The Town of Norton is accepting applications for a part-time Accounting Clerk position in the Town Accountant’s Office to perform general accounting work and various municipal accounting operations within the general ledger, accounts payable and receivable, and payroll, and to assist with clerical accounting activities involving purchasing, grants, budgeting, and auditing. Some of the accounting tasks may include: reviewing and processing invoices; preparing checks and maintaining files of expenditures; data entry from journal entries and cash receipts.

Please visit www.nortonma.org for job description, minimum qualifications, and submission requirements. This position will remain open until filled.

Hours: Part-Time, Flexible Hours; Up to 19 Hours/Week

Starting Range: $20.00-$25.00/Hour

Publish: Town Web Site (www.nortonma.org)  
The Beacon (www.mma.org)

Post: Town Hall Bulletin Board (04/12/23)

pc: Select Board  
    Town Accountant  
    Town Clerk
Title: Accounting Clerk
Department: Accounting
Appointed by: Town Manager
Reports to: Town Accountant

Date Adopted: February 22, 2023

Job Summary:
Perform general accounting work and various municipal accounting operations within the general ledger, accounts payable and receivable, and payroll. Assist with clerical accounting activities involving purchasing, grants, budgeting, and auditing. Some of the accounting tasks may include: reviewing and processing invoices; preparing checks and maintaining files of expenditures; data entry from journal entries and cash receipts.

Essential Functions:
1. Complete various municipal accounting operations and budget compliance tasks within the general ledger, accounts receivable, accounts payable, and payroll.
2. Assist in the preparation of various financial reports, records, and account reconciliation.
3. Check timesheets for incorrect input of hours and correct errors.
4. Create and maintain vendor accounts. Enter invoices to be paid for all departments according to the budget. Balance invoices and prepare payment approval reports. Prepare checks upon approval. Maintain files of invoices and expenditures.
5. Carry out a limited amount of typing, filing, and general office work.
6. Operate Microsoft Word, Excel, Gmail, various software programs as required, etc.
7. Operate basic office machines such as copy machine, computer, calculator, fax machine, etc.
8. Keep confidential information confidential.
9. Perform other work which is consistent with the essential functions of the job.
10. Perform other duties as assigned.

Education and Special License(s)/Certifications:
- High School diploma or equivalent required.
- Associates Degree or additional courses in bookkeeping, data entry, and office procedures and practices or equivalent experience preferred.

Experience:
- Experience performing data entry preferred.
- Three (3) or more years of experience performing accounts payable, payroll, or municipal accounting preferred.

Skills:
1. Effective oral and written communication skills.
2. Good listening skills.
3. Ability to perform basic math and accounting skills.
4. Ability to apply accounting and bookkeeping procedures.
5. Organizational skills.

Job Description: Accounting Clerk, Accounting Department
6. Analytical skills.
7. PC computer skills. (Windows-based word processing and spreadsheet software skills).
9. Ability to work in environment with interruptions.
10. Good typing and data entry skills.
11. Reading.
12. Ability to work independently.
13. Working knowledge of word processing, email, and calendaring computer software applications.
14. Excellent interpersonal skills.
15. Excellent grammar, punctuation, spelling, and proofreading skills.

**Mental Requirements:**
1. Ability to organize files and retrieve data effectively.
2. Ability to learn and understand PC software applications.
3. Alpha and numeric recognition.
4. Ability to prioritize work.
5. Logical reasoning.
6. Patience.
7. Ability to carry out assignments through oral and written instructions.
8. Concentration.
9. Accounting principles.
10. Ability to compute basic math computations.
11. Performs work under typical office conditions with normal interruptions; work environment is moderately noisy.
12. Ability to read and comprehend Town policies and ordinances, State, and Federal laws and regulations.
13. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other Town employees, and external contacts.

**Physical Requirements:**
1. Ability to lift 20 pounds and transport 20 feet.
2. Ability to make and receive phone calls.
3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, etc.
5. Hand and eye coordination adequate to input computer data and operate various office equipment.
6. Ability to sit and be attentive for extended periods of time.

**Supervisory Responsibility (Direct and Indirect):**
None
TO APPLY:
Qualified candidates should submit a cover letter, Employment Application, and resume with the subject line “Accounting Clerk Position” as follows:

Electronic Submission:  jpuello@nortonmaus.com

Hard Copy:  James Puello, Town Accountant
            Norton Town Hall
            70 East Main Street
            Norton MA 02766

No phone calls please. Position will remain open until filled.

Disclaimer:
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Michael D. Yunits, Town Manager