

Town of Franklin

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Franklin, Massachusetts 02038-1352



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OFFICE OF HUMAN RESOURCES

JOB POSTING NOTICE

POSITION: Part-time Office Assistant
DEPARTMENT: Treasurer/Collector's Office
SALARY: \$17 per hour
POSTED: January 22, 2018
Preferred deadline: January 29, 2018

The Treasurer/Collector's Office is seeking candidates for a part-time Office Assistant position. The Office Assistant will work approximately 15 hours per week and is expected to work Monday, Wednesday, and Friday.

The Treasurer/Collector's office is responsible for the billing, collecting, and investing of all monies due to the Town. The Office Assistant will assist with administrative duties and provide excellent customer service to customers over the phone and in person. Duties and responsibilities include, but are not limited to:

- Sort and distribute incoming mail
- Answer phones and interact with customers at the counter
- Process incoming payments
- Pull documentation for audit requests
- Scan documents
- Assist with filing
- Perform data entry in Microsoft Excel and Munis financial software system
- Other duties as assigned

The ideal candidate will have experience working in a fast paced office environment, be proficient in Microsoft Excel and have experience with cash reconciliation.

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format or a Town of Franklin employment application to apply@franklinma.gov. Please put "Part-Time Office Assistant" in the subject line of the email.