

# Town of Franklin

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## OFFICE OF HUMAN RESOURCES

### JOB POSTING NOTICE

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Treasurer/Collector's Office  
**SALARY:** \$22 to \$30 per hour  
**HOURS:** 35 hours per week  
**POSTED:** April 22, 2021 until filled  
**Preferred Deadline: May 14, 2021**

The Town of Franklin is seeking candidates for an Administrative Assistant position in the Office of the Treasurer/Collector. The Treasurer/Collector's Office is responsible for the billing, collecting and investing of all monies due to the Town. The office is also responsible for the disbursement of all payrolls to the Town, School and retired employees, disbursement of bill warrant payments to vendors, and reconciliation of checks and bank accounts.

The Administrative Assistant is a full-time (35 hours/week) hourly position with benefits. This position requires extensive public contact and the selected candidate must have excellent customer service skills to provide top level service to the employees and residents of the Town of Franklin.

#### **The Administrative Assistant will be responsible for the following duties:**

- Process online payments, daily mail, and department turnovers
- Research water, sewer, and trash payments and credits and make adjustments; process refunds and chargebacks
- Process and mail out the weekly voucher and payroll checks
- Research and process Municipal Lien Requests
- Verify school lunch deposits and post receivables
- Complete daily cash balancing
- Answer phones and provide information to callers in a concise and direct manner
- Assist customers and taxpayers at the counter and drive-up window
- Other duties as assigned

#### **The ideal candidate will possess the following:**

- Excellent customer service skills
- Problem solving skills
- Must be able to multi-task
- Experience with Microsoft Excel

**Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to [apply@franklinma.gov](mailto:apply@franklinma.gov). Please put "Administrative Assistant – Treasurer's Office" in the subject line of the email.**