



Georgetown Water Department
Town of Georgetown, Massachusetts
One Moulton Street
Georgetown, MA 01833
Tel: (978) 352-5750
Fax: (978) 352-5706

The Georgetown Water Department is looking for a skilled candidate to fill an opening for a responsible Office Clerk.

Definition:

Under general supervision of the Utility Director and the Office Manager; performs responsible, secretarial, administrative and general office work to ensure the proper functioning of the Water office; performs, accounts receivable, accounts payable, customer service, payroll and daily office tasks. Works closely with other members of the department and is in frequent contact with other Town Department's personnel, as well as the general public. Performs additional work as required.

Examples of Duties:

Duties may include, but not limited to:

- Customer Service; handling incoming phone calls, mail, faxes and visitors. Processing customer inquiries and complaints, scheduling appointments, updating and maintaining customer and system information, final readings, makes calls for appointment reminders and more.
- Performs office work regarding the department and customer accounts including but not limited to – Dig Safe requests, MLC requests, Title 5 requests, Returned Mail, Irrigation Permits, mailings and other requests.
- Accounts receivable; receiving and processing payments, maintaining the cash drawer, payment plans and accurate positing.
- Performs bookkeeping work related to accounts payable such as, vendor warrants and payroll warrants processing and delivery to Town Hall.
- Assists the Office Manager with customer billing as needed.
- Performs administrative tasks for the Utility Director or Office Manager when requested.

Minimum Qualifications: High school diploma or equivalent. Requires 3 years of responsible administrative experience. Knowledge of financial accounting, accounts payables, software programs such as Microsoft Office and Outlook. Excellent written, oral and interpersonal communication skills. Ability to work independently or with other department employees and to maintain good public relations. Ability to understand and follow written and oral instructions. Familiarity with Northern Data Systems billing software and Invoice Cloud a plus.

Applicants are asked to send a cover letter and resume to mladderbush@georgetownma.gov