

Water Clerk  
Onset Fire District – Onset Water Department

The Onset Water Department is looking to fill the position of Water Clerk. The Clerk is a part-time, 19 hour per week position with the schedule to be determined. The wage will be \$15.00 to \$19.00 per hour dependent on experience. The Clerk shall be responsible for various administrative tasks including, but not limited to: Billing, processing payments, interacting with customers, in office and on the telephone, customer's inquiries, assisting the Superintendent with administrative duties, including, but not limited to, attending commission meetings and transcribing minutes from those meetings. The Clerk reports to the Senior Clerk

The candidate shall have the following requirements:

1. High School Diploma or equivalent or higher with a concentration in accounting/finance
2. Minimum of three (3) years municipal experience preferred
3. Proficient in Microsoft Office
4. Ability to learn and utilize Springbrook Software
5. Process water receipts within office, online; and prepare receipts for bank deposits
6. Excellent communication skills

Interested applicants, may submit a letter of interest and resume in PDF format to [superintendent@onsetwater.com](mailto:superintendent@onsetwater.com) / or Mail to Onset Water Department, PO Box 171, Onset MA 02558, Attention: David Candeias

Letter of interest and resumes will be accepted until Friday, October 8, 2021 at 4:00 p.m.