

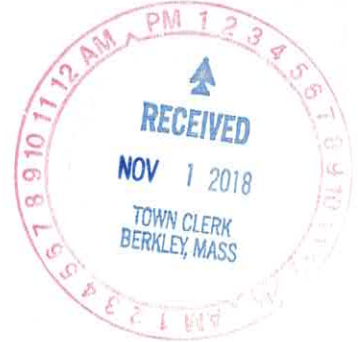


TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF
SELECTMEN

Two North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: berkleybos@yahoo.com



JOB POSTING

POSTING: IN HOUSE
 OUTSIDE ADVERTISEMENT

DEPARTMENT: Treasurer

POSITION: Clerk
 NEW EXISTING

CLASSIFICATION: REGULAR SALARIED PART TIME CASUAL

HOURS: 20 ON CALL

JOB DESCRIPTION: ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: GENERAL SCHEDULE: GRADE 5, STEP 1: \$ 15.40
 SPECIAL SCHEDULE: GRADE , STEP : \$
(Salary) 20,000 ANNUALLY

SUBMIT: APPLICATION RESUME TO: Council on Aging

CLOSING DATE: UNTIL FILLED

DEPT. HEAD SIG.: 
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER
TOWN SEAL TO BE APPLIED TO THIS FORM BY TOWN CLERK PRIOR TO DISTRIBUTION
COPIES TO: PERSONNEL BOARD FINCOM UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:
 Town Clerk (certified copy) Old Town Hall Library
 Highway Dept. Office (employee area) Community School Middle School
 Public Safety Building lobby
SIGNATURE DATE

Treasurer Clerk

Job Description:

Performs diversified duties to prepare and process payroll and other accounts payable for the Town, to assist the Treasurer, working in accordance with accepted practice, and under the direction of the Treasurer.

Prepare and remit weekly payroll for Town employees including making changes to master files and deduction files, keying in payroll entries, providing to proof list as to hours, deductions, account numbers etc. Maintain files in an up to date condition. Maintain files for payroll warrants, deductions, changes and check register. Make deposits for payroll, withholding, revenue sharing. Prepare reports for credit unions and wage attachments and remit same on a bi-weekly basis. Prepare vouchers for payment by Town Accountant. Reconcile and remit vendor payments for all departments in the Town.

Prepare and remit reports on TSA bi-weekly, reconcile bills to actual payments, Monthly, prepare and remit reports for retirement reports and withholding reports on Union dues and Life Insurance, reconciling bills to payments.

Research payroll records and prepare reports for retirement board, court agencies, financial institutions, federal and state. Prove and disburse W2 Forms.

Answer phones, take and relay messages, respond to questions, and research as necessary.

Verify employment and income for agencies. Answer benefit questions.

Qualifications:

Use of computer terminal, printer, in accordance with performance duties.

Must have 3 years HR and or payroll experience.

Must have knowledge of deductions and accounting of all deductions.