



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

JOB POSTING

BOOKKEEPER (\$23.88 - \$26.10hr)

The Town's Human Resources Department, is seeking a qualified applicant to fill the position of full-time (40 hours) Bookkeeper to work under the general administrative supervision of the Director of the Water Pollution Control Facility. Salary and a very generous benefits package, including Health Insurance premiums paid at 68% and Dental Insurance premiums paid at 75%, are in accordance with current Collective Bargaining Agreement.

Education: High School diploma or equivalent and three to five years of office and bookkeeping experience or any equivalent combination of education and experience.

Responsibilities: A qualified applicant must possess thorough knowledge of payables, receivables, accounting, budgeting and payroll. The administrative responsibilities include but are not limited to: depositing of funds generated by EDUs, betterment charges, hook up charges, septage disposal and grease disposal; billing haulers; reconciliation of revenue; processing invoices for payments; overseeing the preparation of the agendas and minutes for the Sewer Board; overseeing/preparing payroll and assisting with budget preparation. Responds to and follows up on public concerns. Must be able to work with the public in a professional and courteous manner. Thorough knowledge of Excel and Word. Subject to CORI/SORI check, pre-employment physical and drug test.

Please submit a letter of interest and resume and/or Employment Application (found at www.wareham.ma.us) to the Human Resources Director:

Dorene M. Allen-England, Esq.
54 Marion Road
Wareham, MA 02571
Dallen-england@wareham.ma.us

AA/EEO/ADA

Posted: March 18, 2024

Position open until filled.