POSITION AVAILABLE
AUDITOR’S OFFICE
PART-TIME SENIOR CLERK

The City of Marlborough’s Auditor’s Office is seeking a part time (17.5 hours) Senior Clerk. Hours are flexible between 9AM to 5PM; Monday through Friday. This position reports directly to the City Auditor.

Responsibilities include:
• Review all school invoices for appropriateness and availability of funds
• Prepare bi-weekly school vendor warrant
• Scan and assign properties to all school invoices
• Review and approve all school requisitions
• Post adjustments to school purchase orders as requested
• Answer phones and respond to inquiries for both city and school
• Cross train for other office duties
• Perform other duties as assigned by the City Auditor

Requirements:
• Excellent organizational, oral and written communication skills
• The ability to work and communicate clearly with school employees, vendors and the general public
• The ability to establish and maintain effective working relationships with employees and departments
• The ability to work independently under pressure, meet demanding deadlines and manage multiple tasks
• Associate degree (BS/BA preferred) in accounting, finance or related financial experience
• Knowledge/ability to learn MUNIS
• Knowledge of EXCEL and WORD
• Attend (relative) training classes

Step Salary Range: $20,916.71 - $23,528.41

Please forward/email cover letter and resume to:
Human Resources Department
City of Marlborough
140 Main Street
Marlborough, MA 01752
hrjobs@marlborough-ma.gov

Deadline for: February 26, 2021