



TOWN OF HANOVER
DEPARTMENT OF MUNICIPAL FINANCE
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339
781-826-5000

Finance Department

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Depts. and the Town's Website

FROM: Janine Smith
Finance Director

DATE: June 1, 2015

**NOTICE OF VACANCY
FULL-TIME SENIOR CLERK – FINANCE DEPARTMENT
ADMINISTRATIVE ASSISTANT**

The Town of Hanover is seeking a full-time Senior Clerk to assist in the Finance Department. This full-time position requires a team player who is responsible and can demonstrate exemplary interpersonal skills, high integrity, and is a self-starter with excellent time management skills.

Responsibilities include, but are not limited to: Assist the Treasurer/Collector, Assistant Treasurer and/or Assistant Collector as directed. Provide administrative support for the Treasurer/Collector's Office. Greet and assist the public with property tax, excise tax and utility bills including explanation of charges and payment inquiries and history. Process property tax, excise tax and utility bill payments. Receive and process Town departmental receipts. Open and process all department mail. Maintain individual cash drawer. The successful applicant must be able to be bonded. Have the ability to operate standard office equipment such as computer, printer, adding machine, fax and photocopier.

Qualifications: High school diploma and/or two to four years related experience required and proficiency with Microsoft Office. Municipal experience a plus.

This position is covered under the Hanover Municipal League, Class C. Starting rate of pay is \$21.43 per hour. Scheduled workweek is 35 hours.

Deadline for application is June 15, 2015. A full description of the position is available upon request. Please submit an application and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov. (Posted 6-1-15)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.
