

# Town of Norfolk

June 10, 2009

## Accounting Department Assistant

The Town of Norfolk seeks to fill the full-time position of Accounting Department Assistant. This is a non-exempt, union, 40 hour a week position. Starting salary is \$14.91, Grade 5 Step 1. The employee works under the general supervision of the Town Accountant or Assistant Town Accountant. Responsibilities include preparing and processing accounts payable, reviews invoices for vendor payments, prepares weekly warrants and prints vendor checks, ensures for appropriateness and validity of payments in compliance with Massachusetts General Laws and town policy. Coordinates with Treasurer's Office preparation of weekly payroll while updating employee records for vacation, sick, personal time used and accrued; also tracks hours for purpose of calculating longevity payments. Process all cash receipts from various departments on a daily basis and verifies monthly with Treasurer's Office. This position has access to highly sensitive and confidential information including town-wide personnel files and town-wide payroll. There is daily contact with town employees, department heads or retirees. Proficiency in Excel and MUNIS strongly preferred. Office hours are 8:00 AM until 6:00 PM Monday thru Thursday. Please forward cover letter and resume to Julianne Siewko, Town Accountant, Town of Norfolk, One Liberty Lane, Norfolk, MA 02056 or email to [jsiewko@virtualnorfolk.org](mailto:jsiewko@virtualnorfolk.org) by July 10, 2009.