

## Data Entry Supervisor

Seeking a highly qualified, experienced individual for the Data Entry Supervisor position at the Lynn Water and Sewer Commission. The recipient will be responsible to coordinate all aspects of accounts receivable billing activities; supervise and direct administrative employees in data entry, retrieval, and administrative work; and the maintenance and processing of financial records, billing accounts, and transactions. Must have the ability to operate all types of office equipment with skill in computers and related software. Maintain accurate and complete financial books, ledgers and accounts.

A strong candidate must have excellent organizational and time management abilities to multi task, prioritize, and work under pressure as a team member while maintaining a positive attitude and appearance. The position also requires the individual to work with management in determining reporting needs including the accuracy and integrity of the computer system and billing functions; production of monthly aging reports; organize data files and prepare reports of accountability; investigating customer inquiries and preparing statistical reports; research and assist in preparing lien certificates.

A college degree is preferable, although a high school diploma including or supplemented by a standard course in bookkeeping or accounting along with a minimum of two years experience in accounting and /or bookkeeping; or any equivalent combination of education and experience. Applicants must have advanced computer skills that include being highly proficient with Web Based software and all Microsoft products; have outstanding interpersonal verbal and written communication skills.

This is a union salaried position starting at approximately 59K a year with a full benefits package including educational reimbursement. A Lynn residency is required. The LWSC is an Equal Opportunity Employer.

Send letter of interest and resume to: Lynn Water & Sewer Commission Robert Fennell, Deputy Director 400 Parkland Avenue Lynn, MA 01905 or Email to: [bfennell@lynnwatersewer.org](mailto:bfennell@lynnwatersewer.org)

Position closes: June 21, 2019 at 12:00 p.m.