

COLLECTION CLERK

The Lynn Water & Sewer Commission is seeking a highly qualified, experienced individual for the Collection Clerk position. The recipient will be responsible to maintain accurate and complete financial books, ledgers, and accounts. Perform clerical work, collect account payments; reconciling daily collections; preparing bank deposits; updating accounts receivable records; and preparing reports of accountability. Skill in mathematics, data entry and other basic computer operations.

Duties: May include but not limited to the following: Ability to deal with the public in a courteous manner. Assists the general public in person and by telephone by furnishing routine information, collecting payments, issuing receipts and adjusting records as needed; assists in filling out forms and applications; provides information. Working knowledge of office practices and procedures. Working knowledge of department operations. Performs other duties unique to the department's collection needs; perform duties of other clerical employees in their absence.

Qualifications: High school graduate or diploma, including or supplemented by a standard course in bookkeeping or accounting and two years' experience in accounting and/or bookkeeping; or any equivalent combination of education and experience.

Salary: LWSC offers a competitive salary with a full benefits package including educational reimbursement, and is an Equal Opportunity Employer. Application with letter of interest and resume to: Lynn Water & Sewer Commission
C/O Robert Fennell, Deputy Director, 400 Parkland Avenue Lynn, MA 01905
Email to: bfennell@lynnwatersewer.org