



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

*City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840*

TEL: (978) 620-3063
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Clerk – Bookkeeper
Department: Council on Aging
Union: Non-Union/Non-Exempt
Salary: Annual - \$20,000-\$35,000 (To be paid in bi-weekly installments)

Duties:

Employee performs a variety of clerical work in support of the Council on Aging Department. Answers telephone and greet customers at a counter to provide information and answer routine questions; posts related information in accordance with department procedures.

Provides information and referral to the public regarding services offered to elders in the Council on Aging Program and throughout the community.

Refers elders to other programs or agencies as required.

Process and document payments and set up procedures for all senior center activities.

Coordinates the sign up and collection of payments regarding department-sponsored activities and programs. Process, documents payments and sets up procedures activities.

Responsible for “My Senior Center” data base and upkeep.

Assist the Volunteer Coordinator with coordinating volunteers at the senior center.

Process the payment of department bills and maintains detailed and accurate records. Submit requisition for purchase orders. Submit cash receipts for deposit.

Employee is required to perform all similar or related duties.



City of Lawrence
Personnel Department

Qualifications:

High School Diploma or equivalent and one to three- (1-3) years of prior work experience in an office setting; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Bilingual (English/Spanish) proficiency preferred.

Appointing Authority: _____

A handwritten signature in blue ink, appearing to read "Daniel Rivera", written over a horizontal line.

Daniel Rivera, Mayor

Posting Date: October 11, 2017

Deadline: Until Filled

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE
Application and Full Job Description Available in the City Personnel Department
The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.