

Town of Grafton
Office of the Treasurer/Collector
Part Time Administrative Assistant

The Town of Grafton seeks dynamic applicant to fill a position in the Office of the Treasurer/Collector.

Essential duties: Tax payment administration: continued collection enforcement; payment/abatement/refund research and preparation; accept counter payments; account reconciliations and financial reporting; and perform additional office and related tasks and other duties as assigned.

Skills and experience: Use Microsoft Office with a special emphasis on Excel and Word; ability to accurately prepare financial records and reports; deal with people appropriately and effectively and communicate well. This position requires strong customer service skills and ability to work with details.

Experience with SoftRight municipal software is highly desirable; experience with municipal taxation and finance laws is a plus. An Associate's degree in business or related field preferred but not required.

Work schedule is 25 hours per week Monday-Thursday 9:00AM-2:00PM, Friday 11:30AM-4:30PM, with additional hours during heavy collection time and staff coverage. Starting salary \$18.89-\$19.82 DOQ with additional benefits available.

Interested candidates should apply online at www.grafton-ma.gov

The Town of Grafton is and AA/EEO employer