

## Town of Stoneham Job Opening for a Part-time Office Assistant

Job Title: Office Assistant for the Stoneham Arena and Golf Course  
Supervision: Reports to Arena Manager  
Scheduled Hours: 18 hours per week  
Salary Grade/Hourly Rate: **Grade 32 \$16.38 per hour**

### **Primary Purpose**

Under the general direction of the Arena Manager performs a variety of skilled secretarial, administrative, and accounting, computer and recordkeeping work in support of the operations of both the Stoneham Arena and Stoneham Golf Course.

### **Essential Duties and Responsibilities**

Performs a variety of accounting tasks including accounts payable and accounts receivables and daily reconciliations of cash receipts. Receives and deposits cash payments from the public; prints financial and statistical reports for the Arena and Golf Course Managers utilizing the Town MUNIS computer system; generates invoices and logs payments utilizing the Arena's Maxx Ice software program. Makes frequent contacts with the general public, vendors and representatives of outside organizations in person, telephone and in writing. Composes various forms of written communications such as announcements, letters and department e-mails. Performs other clerical duties as assigned.

### **Knowledge, Ability and Skill**

- Computer proficiency in Microsoft business applications including Word, Excel, and Outlook.
- Basic knowledge of accounting practices including reconciliation of daily receipts and bank deposits.
- Experience with processing accounts payable purchase orders and accounts receivables.
- Thorough working knowledge of office procedures and practices.
- Excellent customer service skills.
- Attention to detail and recordkeeping skills;
- Excellent oral, written and interpersonal skills.
- Operation of office machinery such as a cash register, adding machine and fax machine.
- Ability to manage the daily workload setting priorities and working efficiently under time constraints.
- Must be able to multitask and handle frequent interruptions from the public.
- Ability to maintain strictest degree of confidentiality.

### **Education and Experience**

High School Diploma; four years of experience in general clerical and accounting work. Municipal experience preferred, particularly in a recreational municipal facility or any equal combination of education and experience.

### **Pre-employment Requirements**

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug screening. Must possess a valid Massachusetts Driver's License.

This permanent part-time position includes paid holidays, paid time off, and membership in the Town Hall Employees Association union.

**To apply for this position, send a resume, cover letter and a completed employment application, no later than Thursday, May 14, 2015 at noon to:**

Town of Stoneham, 35 Central Street, Stoneham, MA 02180  
Attention: Ginny Ray, Director of Human Resources

***The Town of Stoneham is an Equal Employment Opportunity/Affirmative Action Employer.***