

**TOWN OF DUDLEY
MASSACHUSETTS
OFFICE OF THE TOWN ADMINISTRATOR**



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Town Administrator
Personnel Director

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**TOWN OF DUDLEY
MUNICIPAL FINANCE CLERK**

The Town of Dudley is seeking a qualified candidate to serve for up to 120 days in the role of Municipal Finance Clerk in the Town Accountant and the Town Treasurer/Collector's Office for 12 hours weekly.

This position falls under the direction of the Department Head (Town Accountant or Town Treasurer), serving in a customer service and administrative/basic accounting role, the successful candidate will provide professional/full-time staff with the opportunity to redirect efforts toward completing more technical assignments. The position is funded from March 1, 2024 to June 30, 2024.

The grade 2 position is funded from March 1, 2024 to June 30, 2024, with a pay rate of \$19.43/hour. Minimum of a High School degree or an equivalent apprentice level of knowledge with an Associate's degree or equivalent journeyman's level of trade knowledge preferred; one to three (1-3) years related work experience in an office environment; 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.

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Customer service includes directing public telephone calls, emails and basic customer service.
2. Processing of payments within department guidelines.
3. Basic bookkeeping duties.
4. Basic clerical/office duties.
5. Ability to work with confidential or sensitive information

Please send a cover letter and resume to Michelle Jervis, Assistant Town Administrator/Human Resources Manager at townadmin2@dudleyma.gov.

A job description is available at dudleyma.gov/human-resources by following the "Employment Opportunities" tab.

Resumes will be accepted until the position is filled.