

JOB POSTING NOTICE
TOWN OF WEYMOUTH
Human Resource Department

Position: Financial Assistant

Department: Accounting

Manager: James Malarly

Salary Range: \$53,088.81 to \$56,919.70

Posting Date: May 1, 2024

Posting Close Date: Open until filled

Position Description:

The Town of Weymouth is currently accepting applications for the position of Financial Assistant with the Municipal Finance department. Working under the general direction of the Town Accountant. Employee works independently, generally setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives; only unusual questions are referred to supervisor. Makes frequent contact with other town departments, school departments, and the general public. Contacts are made in person, on the telephone and through written correspondence and require discussing routine and technical information. Processes town and school invoices for payment. Processes town and school checks to be voided as requested by Treasurer's office. Assists with fixed assets tracking and reporting, internal audits and special assignments as directed by the Town Accountant. Assists the Town Accountant with the yearly 1099 process.

A COMPLETE JOB DESCRIPTION CAN BE FOUND UNDER JOB OPPORTUNITIES AT
<http://www.weymouth.ma.us/human-resources/pages/employment-opportunities>

Minimum Qualifications:

Education and Experience

Associate's Degree in accounting or business and three years' experience in municipal finance or a related field, preferably including responsibility for financial record keeping; or an equivalent combination of education and experience.

Background Check:

All candidates that are offered a position with the Town must successfully complete a background investigation, which includes a pre-employment physical, pre-placement drug test and a CORI/SORI search

The Town of Weymouth is an AA/EEO employer