

**TOWN OF HAMILTON
FULL -TIME
ADMINISTRATIVE ASSISTANT/
ACCOUNT RECEIVABLE SPECIALIST
TREASURER/COLLECTOR DEPARTMENT**

The Town of Hamilton seeks a full-time Administrative Assistant to the Treasurer/Collector to work 37.5 hours per week. This position's primary role acts as an Account Receivable Specialist. Duties include tax and fee collection, account reconciliation, bills payable and all other related Treasury functions. Requires strong accounting/bookkeeping skills, posting payments, billing, reconciliation and computer experience with Microsoft Office Suite. Must be able to work well with the general public and work independently. Qualifications required: Bachelor's degree in accounting or possess an Associate's Degree with equivalent administrative experience; prefer municipal work experience with knowledge of MUNIS software. Job description is available on the Town's website @ www.hamiltonma.gov under the Treasurer/Collector's page. Hourly rate is set by union contract with a starting range at \$17.91 – 19.38/hr., depending on qualifications.

Please send resume by March 26th to Treasurer/Collector, Hamilton Town Hall, P.O. Box 429, Hamilton, MA 01936 or email TCAdminjob@hamiltonma.gov.

EEO/AA Employer