



Office of the
Town Treasurer and Collector

(781) 767-4316

Fax: (781) 767-9060

Town of Holbrook

50 North Franklin Street
Holbrook, Massachusetts
02343-1589

May 30, 2012

Assistant Treasurer Position

The Town of Holbrook seeks a qualified and motivated candidate for the position of Assistant Treasurer. Under the direction of the Treasurer/Collector the Assistant Treasurer is responsible for performing a variety of detailed accounting functions, including reconciliation for all municipal bank accounts, treasurers cash book, and the accountant's or auditors ledger(s), along with processing of adjustments, investment of municipal funds, debt service management and other assigned projects. Ability to understand, interpret and apply complex federal and state local regulations is essential.

Qualifications: Experience in a Treasurer/Collector's office is necessary. The candidate must be computer literate and have knowledge of Excel and Microsoft Word, QuickBooks is also essential. A high school diploma and/or Junior College certificate is necessary.

Ability to work cooperatively and effectively with colleagues as well as the general public is a must; as is the ability to process confidential information. As the position may serve as the Treasurer/Collector in his absence candidates must be eligible for fidelity bonding.

The job is a 35 hrs./wk. benefit eligible position starting at \$21.38/hr. under the collective bargaining agreement between the Town of Holbrook and AFSCME Local 1395.

To apply please send a letter of interest with resume to Paul Digirolamo, Treasurer/Collector, 50 N. Franklin Street, Holbrook, MA 02343 by June 20, 2012