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HOLBROOK TOWN CLERK

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Town of Holbrook

Position: Principal Clerk – Collector’s Office

Town of Holbrook Job Posting

Position: Principal Clerk – Collector’s Office

Summary: The Town of Holbrook is seeking qualified applicants for a full-time vacancy (36 hours/week) for the position of Principal Clerk in the Collector’s Office. This role is governed by the collective bargaining agreement between the Town of Holbrook and the International Union of Public Employees Local 151 (Town Clerical Employees).

Essential Functions:

The duties and responsibilities include, but are not limited to:

- To provide support by assisting with overall office operations and administration of Union Work within the department Reconciling municipal bank accounts, the Treasurer’s cash book, and accounts receivable, ensuring accuracy in all financial records.
- Answering phones and to take messages or redirect calls to appropriate colleagues, filing, maintaining records so they remain updated and easily accessible. of the office in general Preparing and documenting financial reports, including monthly cash flow and annual financial reports.
- To work diligently to help maintain smooth office operations. Handling confidential information with discretion.
- Utilize office copiers and computers and undertake basic bookkeeping tasks.
- Assist in office and organizational procedures to maintain prompt, courteous customer service while interacting with the general public and all town departments.
- Performing other duties as assigned by the Treasurer/Collector.

Qualifications and Experience:

Required:

- High school diploma
- Experience working in a Treasurer/Collector’s office or a similar municipal setting.
- Proficiency in Microsoft Excel, Word, and financial software applications.
- Ability to be bonded.

Preferred:

- Associate’s degree in business, finance, or a related field.
- Knowledge of federal, state, and local statutes applicable to Treasurer/Collector’s duties.
- Skills in accounting, reconciliation, and cash management.

Abilities:

- Strong organizational and prioritization skills.
- Ability to handle interruptions and manage multiple tasks efficiently.
- Effective communication skills, both written and verbal.
- Aptitude for maintaining detailed records and meeting deadlines.
- Ability to interact tactfully and professionally with the public and Town officials.

Compensation:

- **Grade 1:** \$24.66 per hour, plus benefits, in accordance with the IUPE Local 151 contract.

Work Schedule:

- **Monday, Wednesday, Thursday:** 7:30 AM – 4:30 PM
 - **Tuesday:** 7:30 AM – 6:30 PM
 - **Friday:** Office Closed
- Additional hours may be required as needed.

Physical Demands:

Minimal physical effort is required. Duties involve:

- Sitting, standing, speaking, and hearing.
- Reaching with hands and arms.
- Using hands to operate office equipment.
- Reading routine documents and using a computer.

How to Apply:

Interested applicants should submit a **cover letter and resume** to:

Anne Mahoney

Email: amahoney@holbrookmassachusetts.us

or mail to:

Town Treasurer

Town of Holbrook

50 North Franklin Street

Holbrook, MA 02343