



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the **temporary** position of:

Accounts Payable Clerk Treasurer's Office

\$18.93 per hour
30 hours per week
Monday – Friday 9 am – 3 pm

Applicants must submit the **required** Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **October 31, 2016**.

This is a **temporary** six (6) month position that runs until May 7, 2017 and has the **potential to become permanent** and, if permanent, eligible for the Town's full and comprehensive benefits package.

Performs all accounting functions and duties related to the Town's accounts payable. Generates vendor checks and school building checks. Researches status of accounts payable checks. Places stop payments on checks, processes insufficient funds checks. Works the cashier window and computer terminal to assist customers. Balances and reconciles cash drawer daily.

Requires a High School diploma with 4 to 9 months of training in accounts payable and 2 years of accounts payable processing experience or equivalent.

This **temporary** position does not qualify for benefits other than those required by law. The hourly rate of this position is \$18.93 and is for 30 hours per week.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of **October 31, 2016**.

EEO



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov