



PRINCIPAL CLERK
For
Receivables

FULL-TIME POSITION

The Town of Holliston seeks qualified candidates for the position of Principal Clerk-Receivables. The Principal Clerk is responsible for processing all payments received via the mail, over the counter and on-line, posting abatements/exemptions and preparing Municipal Lien Certificates. The Principal Clerk also assists with filing and answering questions at the counter or on the phone. Applicant must be proficient in Microsoft Office products. Use of MUNIS software desirable. Applicant must have prior experience with collections. Applicant must be bondable. Beginning rate is \$19.56, Grade 300, Step 1. 35 hour work week. Office hours are Mondays, Wednesdays and Thursdays 8:30 a.m. to 4:30 p.m., Tuesdays 8:30 a.m. to 7 p.m. and Fridays 8:30 a.m. to 1 p.m.

A job description and application are available on-line at www.townofholliston.us Please send application and resume to Mary Bousquet, Treasurer/Collector, Town of Holliston, PO Box 6737, Holliston, MA 01746. Deadline to file an application is 4:30 p.m. Monday, November 21, 2016.

The Town of Holliston is an EEO/AA employer.