



# Massachusetts PROVINCETOWN

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

#### *Principal Accounting Clerk*

The Principal Accounting Clerk is part of the Finance team with specific responsibilities for accounts payable administration, the creation of weekly accounts payable warrants, bi-weekly payroll processing, and assistance with benefits administration. The role requires confidentiality, strong attention to detail, ability to work well within the organization to meet accurate reporting requirements and deadlines and all other related duties as assigned.

This a full time 40 hour a week, salaried, confidential position, working Monday – Thursday 8-5 and Friday 8-12.

Applicants for this position must have graduated from an accredited high school; two to three years of clerical administration or bookkeeping experience; Municipal and MUNIS experience preferred; or any equivalent combination of education and experience.

This is a Grade 3, nonunion position within the Town's Compensation Plan. Starting pay will be based on demonstrated qualifications and experience within the salary range of \$52,351.51 - \$60,152.45.

For initial consideration please send completed application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or [hr@provincetown-ma.gov](mailto:hr@provincetown-ma.gov) by April 22, 2022 at 11AM. This position will remain open until filled.

*The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.*

*Alex Morse, Town Manager*

Posted: Provincetown Town Buildings, Indeed, LinkedIn, Facebook, CCYP, Handshake, Independent  
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