

The Salem and Beverly Water Supply Board is seeking a highly motivated, detail-oriented part-time Accounts Payable & Treasury Clerk to support the Board's financial and administrative matters. Duties include processing weekly/biweekly vendor invoices, posting weekly account transfers to fund warrants, banking reconciliation, and generation of financial reports to support the Executive Director for external distribution, in addition to other related duties as assigned.

Ideal candidates should have an associate's degree in accounting or related field, and at least five years of municipal accounting experience, or an equivalent combination of education and experience.

Pay and Benefits: Full hourly rate is \$25.15-\$34.78, proportional to qualifications and experience. This is a part-time, pro-rated benefit-eligible position. Average scheduled hours are expected up to 30hrs/week and may be variable upon agreement.

Application, submittal instructions, and other related materials may be found at www.sbwsb.gov or by email. Interested candidates are required to submit a completed application to office@sbwsb.gov or to our office. The position will remain open until filled. Applications will be reviewed upon receipt.



Posted on: March 25, 2026

Salem and Beverly Water Supply Board

Job Posting

Accounts Payable & Treasury Clerk

The Board anticipates that there will be an opening for the position of Accounts Payable & Treasury Clerk.

TO BE CONSIDERED FOR THE POSITION: the candidate must submit an application package addressed to Jeannine Nash, Administrative Assistant at (office@sbwsb.gov) or delivered 50 Arlington Ave, Beverly, MA 01915 containing the following documents:

Item A – A signed original cover letter addressed to Bradley E. Perron, Executive Director.

The letter must contain the following items:

- **An explanation describing how the applicant’s education, background, experience, and qualifications meet the requirements of the job description for the position.**
- **A statement describing the applicant’s intention to perform the responsibilities of the position.**
- **The letter may contain any other remarks the applicant deems important.**

Item B – An up-to-date resume with copies of supporting qualifications and experience documentation such as diplomas, degrees, certificates, and licenses.

Item C – A completed Salem and Beverly Water Supply Board job application unless currently employed by SBWSB.

FY 2027 Pay Range Rate Schedule Hourly Rate - \$25.15 - \$34.78 (DOQ)

Each application package will be reviewed for timeliness, completeness (submittal of completed Items A, B and C) and for content and attention to detail.

Submittal Deadline and Location

Deliver one complete application package to the Administrative Assistant. This application process will be open until filled.

The Administrative Assistant will log in the date and time all application packages are received. The Board reserves the right to reject application packages that do not meet the minimum requirements of the position and that do not satisfy all of the time, procedural, and submission requirements.

Attachment: Accounts Payable & Treasury Clerk Job Description and SBWSB Application

ACCOUNTS PAYABLE & TREASURY CLERK

GENERAL STATEMENT OF DUTIES

Performs general accounts payable, treasury, and administrative functions for the Board. Performs these functions effectively and efficiently ensuring that vendors are paid accurately in a timely manner to ensure the highest value of the Board's assets. Provides financial, administrative, and clerical support to the Executive Director and the Board, as required.

QUALIFICATIONS

Education and Experience

High school diploma, formal office administration or accounting training/certificate and five (5) years related experience, or an equivalent combination of education and experience. A related Associate's Degree in Accounting, Finance, or Business and a minimum of three (3) years working in an accounting department with experience in accounts payable and payroll processing, is highly desired. Experience with the application and compliance of GASB standards is strongly preferred.

Licenses

- Valid Massachusetts Driver's License – Class D (Required)

Knowledge, Ability and Skill

Knowledge of generally accepted accounting principles and procedures; knowledge of Microsoft Office, QuickBooks Desktop, and other database applications. Knowledge of office practices and procedures including the use of computers, related software, office machines, and equipment. Knowledge of accounts payable and payroll processing and procedures. Ability to maintain a high level of accuracy in preparing and entering financial and payroll information. Experience with employee benefits – Insurance, Retirement, Vacation and posting accruals.

Ability to prepare, compile and maintain records, reports, documents, and correspondence accurately and efficiently. Ability to meet the timely requirements to assist in the production of financial statements and respond to timely requests by the Board's auditor. Ability to maintain and keep appropriate information secure and confidential.

Strong organizational and interpersonal skills. Excellent oral and written communication skills. Highly proficient skills in utilizing a variety of different office equipment and computer software programs.

Physical Requirements

Performs duties under typical office conditions with minimal exposure to occupational risks. Occasional light physical effort required, which may include the ability to lift and move 25 pounds on a short-term basis.

Supervision Received

Works under the supervision of the Executive Director. Occasional work under the supervision of other division managers and/or supervisors as assigned or required.

Performs a wide range of routine office duties that require independent judgment to determine the priority and means to complete the various tasks to be performed. Posting of end of period closing and adjusting entries in connection with the Board's policies and procedures. Expected to deliver results in a timely and efficient manner.

Performs varied clerical and administrative duties requiring comprehension and understanding of accounting principles and concepts in the context of Board operations. Expected to exercise independent judgment in responding to inquiries from vendors, employees, and retirees and completing assignments within the limits of this job description in accordance with established Board policies and procedures.

Job Environment

Work is generally performed under typical office conditions with exposure to noise from office equipment and ancillary plant process equipment. Administrative, computer work and many activities are performed in a typical office environment with light traffic. Operates computer and other office equipment typically employed in similar businesses. Has frequent contact with Board staff, retirees, vendors and occasional contact with public officials, service providers, and the general public.

Individual is expected to promptly identify circumstances that require the attention of the Executive Director. Special attention needs to be paid to circumstances that, if not brought to the attention of the Board, could result in financial or legal ramifications for the Board.

Adheres to the Board's safety rules, regulations, and all other relevant policies.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed, as directed by the Executive Director. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Accounts Payable Function:

- Receive and distribute invoices received from treasury mailbox to the appropriate division.
- Handles quality control of all invoice activities for the Board. This includes verifying invoices for goods and services by matching receiving documents, validating accuracy of invoices received for processing, and ensuring invoices to be processed contain proper two-party authorizations.
- Prepare batches of complete invoices for timely payment, data entry of invoices in QuickBooks (or other equivalent solutions) for processing, credit accounts payable as checks are produced for

vendor payments and produce payable posting reports to General Ledger. Produce Warrants to be signed by the Director and Board Members. Deliver checks and postal mailings, as required.

- Maintain and update vendor files, which include all fulfilled / outstanding fiscal obligations and tax reporting forms (W-9 or ST-5 requests)
- Responds to vendor inquiries regarding payment of invoices or application of credits.

Treasury Functions

- Records and reconciles cash receipts and electronic transfers biweekly, updates and maintains payable liability accounts.
- Complete bank statement reconciliations and post interest income in a timely manner.
- Assist in the maintenance of the Board's filing systems for all financial information.
- Provides assistance to Executive Director during fiscal year end processing, yearly financial audits and budget preparation.

General Functions

- Assists in the preparation of routine correspondence and internal and external requests for information. Sets up and maintains office files as directed. Develops and maintains several types of filing systems to maximize working efficiency. Records, organizes, inputs data, updates, and tracks files using database management system or spreadsheets, as required.
- Transcribes and prepares letters, reports, correspondence, and other deliverables as directed.
- Answers telephones, records messages, and processes and delivers mail, as necessary.
- Maintains the purchase orders program, in accordance with the Board's Procurement Policies or otherwise directed.
- Orders materials, supplies and inventory, as required
- Sets up new employee benefit packages and explains benefits.
- Prepares special reports or memoranda as assigned. Coordinates the preparation of and/or composes, edits, produces, and copies reports and other documentation.
- Coordinates Departmental administrative assignments, such as monthly, annual, and other period reporting.
- Distributes information on Board policies, procedures and regulations to staff, general public, industries, businesses, and the Board member communities as directed.
- Delivers documentation and other financial materials to the Cities of Beverly and Salem, Board Members, and Board Counsel.

- Assists in maintaining the Boards website, annual publications, and other social media as assigned.
- Performs other administrative office-related functions and assists other Divisions as assigned.
- Assists with the overall general administration of the Board. Attends and participates in meetings and performs other duties as may be assigned by the Executive Director.
- Other duties as assigned.

Occupational Category Code: A4



SALEM AND BEVERLY WATER SUPPLY BOARD

APPLICATION FOR EMPLOYMENT

Please *PRINT* Clearly

Today's Date _____

BACKGROUND INFORMATION

Name _____
(Last) (First) (Middle Initial)

Address _____
(Number and Street) (City) (State) (Zip)

Social Security Number _____ XXX-XX- _____ Phone(s) _____
(Home) (Cell)

E-Mail Address _____

Whom should we contact in case of an emergency? _____
(Name) (Phone Number)

Do you have relatives working for the Board? ___ Yes ___ No

If yes, please give name(s) _____

Do you speak any foreign languages? _____

JOB INTEREST

Are you applying for a specific job or position or submitting a general application?

___ General Application

___ Specific Job/Position _____
(Specify Job/Position of Interest)

How did you hear about this job/position? _____

Are you available for overtime work? ___ Yes ___ No

Comments _____

EDUCATION AND/OR MILITARY TRAINING

Education

School(s) Attended	Dates Attended	Subject/ Concentration	Graduate? Yes/No	Degree/ Certification
_____	_____	_____	Y N	_____
_____	_____	_____	Y N	_____
_____	_____	_____	Y N	_____

Military

Branch _____ Date Entered _____ Date Separated _____

Final Rank _____ Primary Duties _____

EMPLOYMENT HISTORY AND/OR VOLUNTEER WORK

(List all verifiable employment including any performed on a volunteer basis. List all of your employers, starting with your present or most recent employer.)

Company	Phone	Supervisor	Dates of Employment	Position Held	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications that should be considered. Include special skills, equipment operated, licenses, professional affiliations, honors and awards, publications, patents, etc.

If currently employed, may we contact your employer as a reference? ___ Yes ___ No

SECURITY

Are you a citizen of the United States? ___ Yes ___ No

If not, do you have legal authorization to perform work in the United States? ___ Yes ___ No

Have you ever been convicted of a felony? ___ Yes ___ No

If yes, give dates and details of conviction (“An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal appearances or convictions. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.”)

Please read the following statements; they constitute the conditions under which you would be employed by the Board should you be accepted for employment.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsifications, misrepresentations or omissions of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the Board, my employment is for no definite term and that I can be terminated at any time without notice and without cause. I further understand that no verbal promises or guarantees are binding on the Board and that no one, other than the Board or Appointing Authority of the Board, has authority to enter into an agreement for employment contrary to the above and that any such agreement must be in writing. If employed, I agree to abide by all of the Board’s rules and regulations, and any changes thereto. I give the Board permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Board.

(Signature of Applicant)

(Date)

Massachusetts General Laws c. 149 s 19B requires that the following statement be included on employment applications: “It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.”

The Board is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, handicap, veteran’s status or sexual orientation.