



City of Chelsea

HUMAN RESOURCES DEPARTMENT

City Hall, 500 Broadway Room 301

Chelsea, Massachusetts 02150

jobs@chelseama.gov

Phone (617) 466-4170

Fax (617) 466-4175

Management Assistant – Registration and Billing*

\$19.61/hour

*This is currently a part time position with benefits

SUMMARY STATEMENT OF DUTIES (Full Description Next Pages)

Under general supervision, performs clerical record-keeping duties including collection of individual and organizations fees, verification of registration payments and receipts, preparation and data entry, preparation of deposit and petty cash slips, maintenance of materials and supplies inventory records. The Management Assistant in Registration and Billing is responsible for keeping account records and following financial procedures, as well as producing accurate and timely reports.

EDUCATION AND EXPERIENCE

Associate Degree or Bachelor's Degree in accounting, business administration with 3-5 years of work experience in this field and/or demonstrated quality work and experience.

SKILLS, KNOWLEDGE & ABILITIES

Knowledge of billing and collections procedures, strong attention to detail, and goal oriented. Previous responsibility for the quality and content of all financial data reporting either for a division or a significant program area. Technology use experience, including Microsoft Office Suite with knowledge of accounting and reporting software. Strong oral and written communication skills. Personal qualities of integrity, credibility, and dedication to the mission of the *Recreation and Cultural Affairs Division*.

Qualified candidates submit a cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to jobs@chelseama.gov or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301.