

**CITY OF EAST PROVIDENCE  
EMPLOYMENT OPPORTUNITY**



**ACCOUNT MAINTENANCE CLERK**

**Pay Grade 29 Union 15509A**

**(\$32,664-\$39,109)**

Accepts and processes payments from the public for tax bills, water bills and special assessments. Verifies cash, checks and receipts. Balances cash drawer daily to computerized total and prepares daily deposit. Answers frequent telephone requests for detailed information regarding tax billing/procedures, interest charges, tax sales, water billings, etc. Researches and prepares certified municipal lien requests. Enters and manipulates data using computer workstations. Maintains/creates office records. Performs related work as required. Depending on the nature of the assignment, the work may be done under close or general supervision and may be checked by a supervisor.

**MINIMUM REQUIREMENTS**

High School diploma or equivalency; three years' experience in cash handling/balancing and real estate transactions in a computerized environment; ability to work quickly and accurately with figures; ability to deal professionally and effectively with the public; experienced in the use of computers; general office and clerical skills including Microsoft Office required; post high school education or training in bookkeeping, accounting or customer service preferred; or any equivalent combination of experience and training. Bi-lingual (Portuguese) a plus.

Please submit application and resume to the City of East Providence, Human Resources Dept., 145 Taunton Avenue, 3<sup>rd</sup> floor, East Providence, RI 02914, or email to [hr@cityofeastprov.com](mailto:hr@cityofeastprov.com). No phone calls please. Only those applicants being considered will be contacted. Application and resume must be submitted no later than **Friday, February 5, 2016 by 4:00 p.m.** City of East Providence does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AA/EEO EMPLOYER**