

**Accounts Coordinator II**  
**Wareham Fire District – WATER DEPARTMENT**

The Wareham Fire District (District) is looking to fill the position of Accounts Coordinator II. The Accounts Coordinator II is a permanent part-time position and will work Monday through Friday. This is a 19-hour per week position, with the schedule to be determined. The wages will be \$14.00 to \$19.50 per hour, dependent on experience. This position is a Union position. The Accounts Coordinator II shall be responsible for various administration tasks associated with the production of water bills and other receivables, the collection and commitment of revenues, processing vouchers for accounts payable, preparing purchase orders, and scheduling service calls (meters, etc.). This individual will respond to requests and inquiries from the public, vendors, contractors, and other District staff. This individual shall ensure that administrative functions relating to this position are carried out in an efficient and economical manner. The Accounts Coordinator II will report to the Office Manager.

The desirable candidate will have the following characteristics:

- 1) A high school diploma (equivalent) or higher, with concentration on business preferred;
- 2) Background in accounts receivable and customer service preferred;
- 3) At least three years of experience with billing and associated office responsibilities preferred;
- 4) Be proficient in basic office software (e.g. Microsoft Office or equal).
- 5) Be able to be trained and utilize the following software:

Edifice billing software - Sensus meter reading software - Tokay backflow software

Computerized maintenance management system (VueWorks)

- 6) Be proficient is speaking and writing the English language.

If you are interested applying for this position, please email your resume to [ncaldeira@warehamfiredistrict.org](mailto:ncaldeira@warehamfiredistrict.org) or call 508-295-0450 for further information.

Applications close on Friday, September 8, 2017 at 4:00 p.m.