



## CITY OF WOONSOCKET, RHODE ISLAND

### PERSONNEL OFFICE

#### EMPLOYMENT ADVERTISEMENT

## BOOKKEEPER

Under general direction, the Bookkeeper is responsible for coordinating and reconciling the work of clerical employees in all activities of the Treasury Division. Specific duties include, but are not limited to, the following: posting revenues and preparing bank deposit; preparing miscellaneous deposits from other City departments, posting those deposits into general accounting software; processing credit card payments, as well as federal and state wires as needed; responsible for all petty cash transactions; reconciling treasury deposits against bank accounts for credit confirmation; preparing the bi-weekly payroll for Treasury Division employees. A high school diploma or a GED equivalent with three (3) years of experience in bookkeeping or accounting work is required. Additional requirements include a thorough knowledge of charter provisions, laws, ordinances, and general policies related to the collection and accounting of municipal tax assessments, as well as a general knowledge of computerized revenue systems.

**Application Deadline:** Monday, January 31, 2022

**Union:** Local 670, RI Council 94, AFSCME, AFL-CIO

**Examination Date:** Thursday, February 3, 2022 at 4:00 p.m.  
Woonsocket City Hall, Harris Hall (Third Floor)  
169 Main Street, Woonsocket, RI 02895

**To Apply:** The City of Woonsocket offers a competitive benefit and compensation package. For more information on this position including a full position description and application visit the "Employment" section on the City of Woonsocket website via the following URL:

<https://www.woonsocketri.org/personnel-department/pages/employment-opportunities>

Please forward your completed application and resume to Nikki Aphonphanh, Personnel Division, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895. You may send your information electronically to [nlengsavath@woonsocketri.org](mailto:nlengsavath@woonsocketri.org).

**About Woonsocket:** Located in Rhode Island's Blackstone Valley, the City of Woonsocket is a vibrant, urban community and is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. Woonsocket is centrally located in the Boston/Worcester/Providence triangle, and home to CVS Corporation, a Fortune 500 company.

### An Equal Opportunity Employer