Town of Chester
Office Admin Job Posting

Last Updated: 11/6/2026
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Position Title:	Office Admin	**Grade:**
Department	Town Administrator & Accountant	**Hourly Rate: $19.00-$23.00**
Reports to:	Town Administrator/Town Accountant	**Up to 15 hours per week**
Status:	Non-Union	

SCOPE OF WORK

Administrative and support work assisting the Town Administrator, & Accounting Department in the discharge of all department functions and related work as required.

Works under the general direction of the Town Administrator and Town Accountant. Performs varied and responsible duties requiring the exercise of independent judgement and discretion in assisting citizens and town employees. Assists in the coordination of the activities of the Town Administrator and Town Accountant.

Work is performed in a typical office environment and requires operation of a variety of office equipment, i.e., computers, calculators, copiers etc. Work entails frequent contact with the public, town vendors, and town employees requiring courtesy and discretion.

SUPERVISION

Under administrative direction, the employee works within established policies, goals, and objectives. The employee consults with the Town Administrator and/or Town Accountant when clarification, interpretation, or as otherwise requested.

JUDGEMENT AND COMPLEXITY

Guidelines provide limited direction for performing the work and may take the form of administrative or organizational policies, general principles, regulations, legislation, or directives relevant to a specific department or functional area. Direct instructions from the Town Administrator and the Town Accountant.

NATURE AND PURPOSE OF CONTACTS

Relationships include interactions with co-workers, vendors, the public, peers from other organizations, and representatives of professional associations.

EXERCISED

The employee is expected to work well independently on tasks as needed and work with either the Town Administrator or Town Accountant on projects.

ESSENTIAL JOB FUNCTIONS
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Assists as needed on financial records for the Town including cash books, general and subsidiary ledgers, etc., in accordance with GAAP and UMAS.
- Assists with accounts payable and refund warrant preparation, including processing bills for payment. Reviews payment requests for compliance with applicable state and federal guidelines and reports any inappropriate or noncompliant bills to the Town Accountant.
- Handles bills and administrative duties of the Town Administrator office.
- Assists with permitting for the Board of Selectmen, ranging from the approval of all alcoholic beverage licenses, common victualled licenses, auto class I, II, and III, Sunday entertainment licenses, automatic amusement licenses, and one-day liquor licenses.
- Answers phone calls, emails, and other such correspondence in order to provide exceptional customer service to the general public, elected and appointed officials, employees, volunteers, and representatives of outside federal, state, and nonprofit organizations.
- Purchases general office supplies.
- Takes meeting minutes for the select board.
- May include more as deemed necessary by the Town Administrator and Town Accountant.

REQUIREMENTS
High school/GED required, associate's degree in accounting, business, or a closely related field preferred; a minimum of 3 years administrative work, preferably in the municipal field; with municipal financial software applications (SoftRight), with the experience in Vadar being highly valuable.

Knowledge of
A working knowledge of municipal administration and finance; general understanding of generally accepted accounting principles, promulgation's of UMAS, Governmental Accounting Standards Board (GASB), and GAAP accounting standards and applicable Massachusetts General Laws, regarding finance, insurance and procurement; understanding of municipal budgetary functions; knowledge of financial software applications; knowledge of the operations of a town.

Skill in
Excellent organizational and detail skills; excellent data processing skill in the use of personal computers and financial software including word processing and spreadsheet applications. Excellent analytical skills. Proficient customer service skills. Proficient oral and written communication skills.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the position's essential functions.
Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment under 25lbs.
Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills in order to perform activities such as operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.