

Office Manager Westwood Police Department

The Town of Westwood seeks a highly-organized, customer-focused and detail-oriented Office Manager for the Westwood Police Department. The purpose of this position is to perform complex administrative secretarial work requiring a thorough knowledge of departmental operations and the exercise of considerable judgment in supporting the day-to-day office management of the Police Department. This position works under the general direction of the Chief of Police and Administrative Lieutenant.

Representative duties include the following:

- Performs confidential administrative tasks for the Chief of Police including preparing correspondence, documents, spreadsheets and databases; screens phone calls and mail.
- Prepares, reconciles, audits, adjusts and processes payroll entries ensuring compliance with system procedures and state and federal payroll processing requirements.
- Produces accurate budget documents; assists in gathering budget data, compiles and reviews data, tracks budget changes and generates computer presentations.
- Performs accounts payable/receivable transactions; reconciles monthly department revenue/expenditure reports; maintains all grants and capital accounts and reconciles monthly reports.
- Issues private paid detail billing; maintains all absence records for the department.
- Assists in administering the department's Injured on Duty claims and processes same for payment.
- Oversees and provides direction to department support staff.

Qualifications and experience:

High School education with courses in office procedures and business practices; College degree preferred; three to five years of progressively responsible administrative experience; or any equivalent combination of education and experience. Thorough knowledge of office procedures, practices and terminology. Ability to maintain detailed statistics, records, and clerical records; to interact effectively and tactfully with the public; and to maintain confidential information. Proficiency in computer applications, Microsoft Office including Excel, PowerPoint and Access. Excellent customer service skills.

Salary and Benefits

This is a 35-hour per week, union, benefit-eligible position with an hourly range of \$30.60 - \$35.83 in eight steps. Attractive benefit package, including health, dental, life and disability insurances, flexible spending accounts, deferred compensation, and more.

To Apply:

Send cover letter and resume to lunger@townhall.westwood.ma.us. Posting closes April 30, 2021.

Equal Opportunity Employer