



May 13, 2024

## **Town of Hudson** **Principal Clerk - Finance Department**

The Town of Hudson is seeking a full-time Principal Clerk for the Finance Department. The Principal Clerk performs skilled clerical and confidential record keeping work of more than ordinary difficulty in the maintenance and processing of financial records, accounts and transactions; all other related work as required. Works under the general supervision of the Finance Director/Town Accountant, and in their absence the Asst. Finance Director/ Asst. Town Accountant, following department rules, regulations and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to a prescribed time schedule. Performs varied and responsible bookkeeping, record keeping, and clerical duties which require the application of prescribed procedures but require independent interpretation and the exercise of initiative and judgment; work requires a thorough knowledge of departmental operations.

This is a Clerical Union position Grade 10 with a salary range \$40,221 to \$55,037 annually, DOQ.

Job Description can be found at [www.townofhudson.org/job\\_opportunities\\_page](http://www.townofhudson.org/job_opportunities_page) or by emailing [fsantos@townofhudson.org](mailto:fsantos@townofhudson.org) (Fernanda Santos), at the Executive Assistant's Office in Town Hall, 78 Main Street, Hudson, MA 01749; (978) 562-9963 X401. To apply please submit electronic resume and cover letter to the above email address. Position open until filled.

*The Town of Hudson is an Equal Opportunity / Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.*