



Posted on: March 25, 2026

Salem and Beverly Water Supply Board

Job Posting

Accounts Payable & Treasury Clerk

The Board anticipates that there will be an opening for the position of Accounts Payable & Treasury Clerk.

TO BE CONSIDERED FOR THE POSITION: the candidate must submit an application package addressed to Jeannine Nash, Administrative Assistant at (office@sbwsb.gov) or delivered 50 Arlington Ave, Beverly, MA 01915 containing the following documents:

Item A – A signed original cover letter addressed to Bradley E. Perron, Executive Director.

The letter must contain the following items:

- **An explanation describing how the applicant’s education, background, experience, and qualifications meet the requirements of the job description for the position.**
- **A statement describing the applicant’s intention to perform the responsibilities of the position.**
- **The letter may contain any other remarks the applicant deems important.**

Item B – An up-to-date resume with copies of supporting qualifications and experience documentation such as diplomas, degrees, certificates, and licenses.

Item C – A completed Salem and Beverly Water Supply Board job application unless currently employed by SBWSB.

FY 2027 Pay Range Rate Schedule Hourly Rate - \$25.15 - \$34.78 (DOQ)

Each application package will be reviewed for timeliness, completeness (submittal of completed Items A, B and C) and for content and attention to detail.

Submittal Deadline and Location

Deliver one complete application package to the Administrative Assistant. This application process will be open until filled.

The Administrative Assistant will log in the date and time all application packages are received. The Board reserves the right to reject application packages that do not meet the minimum requirements of the position and that do not satisfy all of the time, procedural, and submission requirements.

Attachment: Accounts Payable & Treasury Clerk Job Description and SBWSB Application