

Help Wanted: Account Clerk (City of New Bedford)

CITY OF NEW BEDFORD

ACCOUNT CLERK \$13.21hr – \$19.09hr

TRAFFIC COMMISSION

Maintains Traffic Commission accounts and payroll; collects parking tickets, fees and fines. Performs clerical work required in the maintenance of all types of accounts and financial records.

Applies basic accounting principles in maintaining financial accounts and records; prepares and verifies accuracy of bills; checks bills against purchase orders; prepares summaries of expenditures and balances in appropriations; prepares payrolls; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books and bank statements. Collects and deposits all money, and maintains records of all monies collected. Orders equipment and supplies.

Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience.

Working knowledge of electronic data processing, electronic accounting and accounting practices. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or with frequent interruptions.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be

accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

APPLICATION DEADLINE: DECEMBER 12, 2014