

Help Wanted: Account Clerk

CITY OF NEW BEDFORD

ACCOUNT CLERK \$13.21/hr – \$19.09/hr

AUDITOR'S OFFICE

Performs a variety of general office functions including typing, record keeping, filing, proofreading and forms and report generation; performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders, cash receipts and monthly reconciliation of accounts; performs accounts payable duties including auditing of accounts payable batches filed by departments, updating invoices in preparation of weekly accounts payable check run, and generating and distributing accounts payable reports; assists in the auditing of daily cash sheets; files records and reports; posts information to records; sorts and distributes mail; answers telephone and performs similar duties; attends meetings, trainings, workshops, conferences or classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions; extensive computer experience including Excel, Word; Munis preferred.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit

www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. EEO

New Bedford has a residency requirement.

APPLICATION DEADLINE: MONDAY MARCH 2, 2015.