

# Help Wanted: City of New Bedford hiring an Account Clerk

**POSITION:** ACCOUNT CLERK

**LEVEL:** GRADE 7 \$13.78hr – \$19.91hr

**DEPARTMENT:** PUBLIC INFRASTRUCTURE

**FUNCTION:** Maintains department accounts and payroll. Provides clerical support.

**SUPERVISION RECEIVED:** Works under the general supervision of Director of Operations.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Applies basic accounting principles in maintaining financial accounts and records; may be required to prepare payroll and maintain personnel records; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books; operates adding machines, computers; answers telephones; and operates simple calculators in connection with this work. Performs clerical work of ordinary difficulty. Provides customer service to general public and vendors. Processes revenues and expenditures.

**EDUCATION AND EXPERIENCE:** Graduation from a 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.

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

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Ability to perform computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions. Knowledge of personal computers and various programs, i.e. Microsoft Office.

**TOOLS AND EQUIPMENT USED:** Typewriter, copier, calculator, personal computer, fax machine, scanners, CB Radio.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.