

Help Wanted: Administrative Specialist – City of New Bedford

CITY OF NEW BEDFORD

ADMINISTRATIVE SPECIALIST \$40,167 – \$48,995

TREASURER'S OFFICE

Performs a variety of accounting and bookkeeping functions working directly with the Treasurer to provide accurate and timely cash management services for the City of New Bedford.

Responsible for daily cash turnovers to Treasurer and reconciliation with bank records. Prepares and maintains complete financial spreadsheets that summarize cash activity; create and maintain general journals for Treasury Management. Must learn and understand all functions and duties of the Treasurer's Office and be willing and able to perform every function, as needed or directed.

Candidate must possess an Associate's Degree in Finance or Accounting from an accredited institution and a minimum of three years of supervisory work experience at a financial institution or an equivalent combination of education and experience. Bachelor's degree preferred.

Candidate should have cash handling experience and knowledge of the functions of the general ledger and fund accounting. Excellent interpersonal and team building skills; ability to establish and maintain effective working relationships with employees, supervisors, departments, officials and the public; ability to communicate effectively verbally and in writing. Extensive computer experience including MSExcel and MSWord. MUNIS experience preferred.

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. EE0