Help Wanted: City of New Bedford hiring Administrative Specialist

CITY OF NEW BEDFORD
ADMINISTRATIVE SPECIALIST $41,899 – $51,107/yr
AUDITOR'S

Audits and processes citywide payroll. Performs month-end and year-end closing tasks. Conducts procedural audits and processes and audits reports on a monthly, quarterly, and annual basis. Audits and processes citywide payroll, employee pay-off's, retroactive pay, payroll voids, handwritten checks and employee accrual tables.

Audits and processes garnishments and payroll withholdings for all City of New Bedford employees. Maintains control log over all standard monthly and annual journal entries. Accumulates supporting documentation and record required standard journal entries. Performs general ledger validations to ensure funds and accounts are in balance and prepares other non-standard journal entries necessary to adjust general ledger accounts.

Performs account analyses on a quarterly and annual basis to ensure accounts receivable and accounts payable detail agrees to general ledger control. Reviews capital expenditure for appropriateness and update fixed assets listings for additions. Performs procedural audits including various projects requested by the Auditor, extracts data and formulates an Excel document that better present the original data. Runs and audits various reports, verifies and post tax-exempt employees. Compiles and reports on various labor statistics. Comprises and sends out monthly FICA billing to City Departments. Communicates and updates all related payroll, accrual and start/end of year information and

procedures to appropriate personnel.

Associate’s Degree in accounting, finance, or a related discipline. One (1) year of relevant government accounting, finance, or a related field or any equivalent combination of education and experience. 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. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement**. EEO