

# Help Wanted: Account Clerk (New Bedford)

**POSITION: ACCOUNT CLERK**

**LEVEL: GRADE 7 \$13.61/hr – \$19.67/hr**

**DEPARTMENT: CITY AUDITOR'S OFFICE**

**FUNCTION:** Maintains department accounts, assists in accounts payable and payroll tasks, and provides clerical support as needed.

**SUPERVISION RECEIVED:** Works under the general supervision of the Financial Analyst.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** 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.

**SKILLS/KNOWLEDGE:** 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.

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

**EQUIPMENT USED:** Copier, telephone, calculator, personal computer, fax machine, scanner.

**PHYSICAL/ENVIRONMENTAL STANDARDS:** Normal office environment, not subject to extremes in temperatures, noise, odors, etc.; frequent interruptions to assist citizens, spends extended periods at terminal, on telephone, and/or operating other office machines; regular lifting and carrying of files, documents, records, etc. 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; 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.