

HELP WANTED: New Bedford Police Department is seeking to fill an Account Clerk position

PAY: \$15.46hr – \$20.92hr

Applies basic accounting principles in maintaining financial accounts and records; prepares and verifies accuracy of bills; prepares payrolls, makes general ledger entries in the Munis payroll system; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books and bank statements; operates adding machines and simple calculators in connection with this work.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two (2) 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.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.