

# Help Wanted: The City of New Bedford hiring Computer Operator

**CITY OF NEW BEDFORD**

**COMPUTER OPERATOR \$14.77 – \$21.80**

**MANAGEMENT INFORMATION SYSTEMS**

Responsible for data processing and output distribution of all the major City financial operations (e.g. payroll, tax and utility billing, accounts payables, etc.). Responsibilities include the MIS Department's administrative duties as well as end user support of the financial and payroll reconciliations.

Data processing/output distribution of generate payroll checks; real estate, personal property, water/sewer bills and reports; accounts payable checks and reports; communication billing. Office operations, time sheets, purchase requisitions, filing, account expense tracking/reconciliation, employee time tracking; inventory monitoring, other clerical, etc.

Experience with personal computer software and application software. Experience with Microsoft Office Suite – Outlook, WORD and Excel. Experience with computer operations support in a network environment. Experience/exposure with end user support and training. Educational/training qualifications equal to an Associate's Degree in computer science. 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](http://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