

HELP WANTED: City of New Bedford is currently hiring for an Account Clerk

PAY: \$15.46hr – \$20.92hr

Applies basic accounting principles in maintaining financial accounts and records; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books; responsible for record-keeping, researching, creating and compiling documents, assisting the public and other clerical duties as required. Operates adding machines and computers; answers telephones; operates simple calculators in connection with this work.

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. Knowledge of personal computers and computer programs such as Microsoft Office Word, Microsoft Office, Outlook and Excel. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO