

# **HELP WANTED: City of New Bedford Auditor's Office is hiring for an Account Clerk**

**UPDATE:** This job position has been filled and is no longer available.

**PAY:** \$15.46 – \$20.92

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; 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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO