

HELP WANTED: City of New Bedford Auditor's Office is hiring for a Management Analyst

PAY: \$59,841 – \$74,809

Oversees all transactional audits activities and conducts business process reviews; assists the City Auditor with assigned tasks; provides oversight of municipal systems and procedures relating to the fiscal administration of the City of New Bedford. Monitors departmental financial transactions for compliance with Mass General Laws. Prepares data for studies, reports and recommendations. Supervises, performs, assists subordinates in performing their duties including payroll, accounts payable and cash receipts processing.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenue and expenditure in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time; assists in the preparation of the annual City budget, financial statements, Free Cash, and Tax Rate Recap.

Associate degree in accounting, finance, or a related discipline. At least three years of relevant experience in an auditing or accounting field, including two in municipal, State, or Federal government. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0