HELP WANTED: City of New Bedford is seeking to fill Senior Account Clerk position

PAY: $15.64 – $21.31

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. 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 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. EEO