

HELP WANTED: New Bedford Traffic Department is seeking to fill an Account Clerk position

PAY: \$15.46 – \$20.92/hr

Maintains Traffic Commission accounts and payroll; collects parking tickets, fees and fines. Performs clerical work required in the maintenance of all types of accounts and financial records. Performs clerical work of ordinary difficulty, applies basic accounting principles in maintaining financial accounts and records; prepares and verifies accuracy of bills; checks bills against purchase orders; prepares summaries of expenditures and balances in appropriations; prepares payrolls; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books and bank statements; operates adding machines and simple calculators in connection with this work.

Graduation from high school or GED equivalent. 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. EE0