

TITLE: ADMINISTRATIVE SPECIALIST
LEVEL: M-1 \$40,167 - \$48,995
DEPARTMENT: TREASURER

FUNCTION: Performs a variety of accounting and bookkeeping functions working directly with the Treasurer to provide accurate and timely cash management services for the City of New Bedford.

SUPERVISION RECEIVED: Works under the supervision of the Treasurer or their designee. Candidate must be a self-starter with the ability to work independently.

SUPERVISION EXERCISED: Supervises staff as designated by the Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for daily cash turnovers to Treasurer and reconciliation with bank records. Prepares and maintains complete financial spreadsheets that summarize cash activity; create and maintain general journals for Treasury Management. Must learn and understand all functions and duties of the Treasurer's Office and be willing and able to perform every function, as needed or directed.

EDUCATION AND EXPERIENCE: Candidate must possess an Associate's Degree in Finance or Accounting from an accredited institution and a minimum of three years of supervisory work experience at a financial institution or an equivalent combination of education and experience. Bachelor's degree preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Candidate should have cash handling experience and knowledge of the functions of the general ledger and fund accounting. Excellent interpersonal and team building skills; ability to establish and maintain effective working relationships with employees, supervisors, departments, officials and the public; ability to communicate effectively verbally and in writing. Extensive computer experience including MSEXcel and MSWord. MUNIS experience preferred.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

PHYSICAL/ENVIRONMENTAL STANDARDS: Normal office environment, not subject to extremes in temperatures, noise, odors, etc. Frequent interruptions to assist citizens, spends extended periods at terminal, on telephone, and/or operating other office machines. Regular lifting and carrying of files, documents, records, etc. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.