

POSITION DESCRIPTION

TITLE: ACCOUNTING CLERK

REPORTS TO: DIRECTOR, ADMINISTRATION AND FINANCE

COMPENSATION: HOURLY

1. Function: Responsible for day-to-day data entry, accounts payable, payroll, assist with accounts receivable, personnel record keeping, grant reconciliation, and administrative/accounting projects.
2. Specific Duties:
 - a. Accounts Payable entry and monitoring.
 - b. Bank statement reconciliation.
 - c. Petty Cash reconciliation.
 - d. Assist with parking lot kiosk cash management and reconciliation.
 - e. Entry of receipt and disbursement of grant funds.
 - f. Maintain separate accounting records for each grant.
 - g. Responsible for tracking terms and conditions of grants.
 - h. Weekly timesheet data entry for payroll
 - i. Assist in managing and maintaining date base of contracts, licenses, memorandums of agreement and leases.
 - j. Assist with assembling requested documents for annual audit.
 - k. Offer suggestions for improvement in budget management, office administration, and personnel management.
 - l. Provide reception and telephone coverage when Office Manager is out of the office.
 - m. Perform any similar or related work as directed.
3. Skills & Knowledge:
 - a. High school diploma.
 - b. Strong computer skills in Excel, Word, Outlook required; QuickBooks preferred.
 - c. Excellent project coordination and interpersonal skills.
 - d. Ability to perform arithmetic computations accurately and quickly.
 - e. Ability to multi task.
 - f. Ability to work under pressure and/or frequent interruptions.
 - g. Experience in efficient office practices and data entry.
 - h. Ability to promptly and efficiently implement/perform assigned tasks.
 - i. Ability to work constructively and positively with all fellow employees.
 - j. Outstanding customer service abilities.
 - k. Establish and maintain effective working relationships with elected officials, Commission members, government officials, regulatory agencies, vendors, contractors, lessees and the public.

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.

Instructions for Applicants

Applicants should send a completed Application for Employment available at the HDC offices or at www.portofnewbedford.org and a cover letter and resume to:

New Bedford Harbor Development Commission
Director of Administration and Finance
52 Fisherman's Wharf
New Bedford, MA 02740

The cover letter or resume should reflect the applicant's qualifications as set forth in the Position Description. Interviews, reference checks, and job related tests may be required. The position will remain open until filled. A CORI (Criminal Offender Record Investigation) review will be conducted prior to selection. The HDC is an Equal Opportunity/Affirmative Action Employer.