



CITY OF FALL RIVER JOB POSTING

Position Title: Project Specialist/Auditor's Office
Date: September 13, 2017
Salary: Up to \$45,000.00
Schedule: Monday thru Friday 9:00am to 5:00pm

Interested candidates please submit letter of interest, resume and employment application (available at (www.fallriverma.org) to Madeline Coelho, Director of Human Resources, City of Fall River, One Government Center Fall River, MA 02722 or e-mail mcoelho@fallriverma.org by September 22, 2017.

ESSENTIAL FUNCTIONS:

Under general supervision of the City Auditor and Assistant City Auditor, performs financial and administrative projects. The Project Specialist will assist the City Auditor and/or Assistant Auditor in all aspects of the accounting; external and internal reporting including but not limited to accounts payable, payroll and general ledger activities.

PRIMARY DUTIES:

Payroll

- Process and audit of city-wide payroll including city, school, and or grant funded employees on a weekly basis;
- Print payroll checks;
- Verify direct deposits;
- Verify all payroll withholdings and deductions;
- Generate detailed information for payroll vendors based on employee withholdings;
- Validate time and attendance records submitted by the departments;
- Obtain payroll proof validation from departments;
- Verify compliance of all salaries with City Ordinances and Union Contracts;
- Responsible for payroll related data entry in the computer system;
- Must assist in reconciliation/print W-2/1099R ;
- Reconciliation of monthly insurance statements, i.e. Aflac, Boston Mutual, Colonial Life etc.
- Is responsible for filing appropriate quarterly, annual, and other reports with governmental agencies at state and federal levels;
- Archival research of old payroll records for validation; Payroll archives are in basement and occasional heavy lifting of boxes may be required.
- Assists City Auditor and/or Assistant City Auditor in areas of general accounting when necessary;
- May engage in complex clerical duties as required;
- Assists all payroll clerks in other departments in resolving any day-to-day payroll processing issues.

ADDITIONAL DUTIES:

Accounts Payable

- Determines applicability of bills submitted by various departments against account/fund being charged;
- Review all bill schedules submitted against applicable purchase orders; prepares warrants for payment according to prescribed schedule;
- Process and audit of city-wide account payables, including data input, reconciliation of invoices and bill schedules
- Generate all reports on bill schedules and reconciling with computer output;
- Reconciliation of vendor lists against payments;
- Record and updating all city-wide contracts;
- Responsible for handling procedures pertaining to encumbered bills and encumbered accounts;
- Assists all accounts payable clerks in other departments in resolving any-day-to-day processing issues;
- Must assist in reconciling and printing of 1099M.

General Ledger

- Approve and/or post monthly transactions to the general ledger including cash receipts, etc.
- Assist in monthly reconciliation of various general ledger accounts;
- Maintain the Fixed Asset Manager software by performing a monthly capital asset search of the general ledger and inputting each asset into the software, completing a construction in progress roll forward schedule, and reconciling Fixed Asset Manager to the capital project funds in the general ledger;
- Compile capital asset lease schedule and capital lease financial statement note for outside auditors;
- Prepare necessary documents and schedules for the external audits;
- Assist in city-wide budget preparation.

Other

- Occasional work beyond the normal working hours may be necessary
- Provide high-level administrative support by preparing financial spreadsheets, reports, business correspondence and presentations;
- Performs other related tasks and projects as assigned.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- *Associate's degree a plus;*
- *Three or more years' experience in municipal accounting or equivalent including processing of accounts payable and payroll*
- *Must possess strong reporting and analytical skills, be capable of developing clear programmatic outcome measures;*
- *The successful candidate must possess adequate computer literacy and be able to expertly manipulate and use Microsoft Office software and MUNIS financial software packages.*

Equal Opportunity Employer