



CITY OF FALL RIVER

JOB POSTING

The City of Fall River Auditor's department has the following vacancy:

PROJECT SPECIALIST I – AUDITOR'S OFFICE **FINANCIAL SERVICES (Payroll)**

Posting Date: March 31, 2025

Start Date: No earlier than June 2, 2025

Salary: Not to exceed \$55,000.00

Hours: Monday through Thursday 8:00 a.m. to 4:00 p.m., Friday 8:00 a.m. to 3:00 p.m.

Please submit your letter of interest and resume to Nick Macolini, Human Resources Director, One Government Center Fall River, MA 02722 or e-mail as a PDF to namacolini@fallriverma.gov.

Position will remain posted until filled.

PERFORMANCE GOAL:

This is a key position within the city's finance team. The Project Specialist will assist the City Auditor in all aspects of the accounting; external and internal reporting; and internal and external audits.

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.

ESSENTIAL FUNCTIONS:

Under general supervision of the City Auditor, performs financial and administrative projects. The Project Specialist I will assist the City 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 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 and presentations.
- Performs other related tasks and projects as assigned

Must be prompt, accurate and capable of drafting business correspondences, attending meetings and perform other duties as they are assigned.

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