

Job Description



Finance & Operations Manager

1 FTE | POS #100010289

Direct Report	Assistant Director of Public Health	Grade	M-12 Starting Salary: \$78,718*
Department	Health & Human Services (Health Department)	FLSA	Exempt
Division	Operations	Bargaining Unit	Non-Union Unit C
Date	July 2026	Location	1213 Purchase St.

Homeland Security Emergency Status: Non-Essential
Safety Classification –Non-Safety Position

Summary

Provides administrative support to the Departments/Divisions under Health and Human Services; manages day-to-day duties in an efficient and timely manner; attends meetings; processes accounts receivables, accounts payables and payroll for Department; oversees grants and contracts, performs technical and administrative duties as requested by supervisor.

Supervisory Responsibilities

Supervision Scope: This position may have formal supervisory responsibilities.

Supervision Received: Works under the general supervision of the Assistant Director of Public Health.

Supervision Given: This position may have formal supervisory responsibilities (at least one direct report).

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Lead the development, administration, and monitoring of the department's annual operating and capital budgets, in coordination with the Director and City finance personnel.
2. Oversee accounts payable and receivable, procurement processes, purchase orders, and vendor contracts in alignment with City and State financial policies.
3. Manage grant financials, including tracking expenditures, preparing required reports, submitting reimbursement documentation, and ensuring compliance with federal, state, and private funder regulations.
4. Oversee departmental payroll, ensuring accurate reporting of time and attendance, and alignment with union agreements and City HR policy.
5. Supervise staff responsible for financial and clerical tasks; provide training, guidance, and performance feedback to ensure accurate and timely operations.
6. Maintain and reconcile all department financial records; prepare regular financial reports and forecasts to inform decision-making and strategic planning.

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7. Serve as department liaison to City Auditor, Treasurer, HR, and Procurement offices; support audits and implement process improvements.
8. Oversee revenue collection systems for department programs; ensure accurate recording, reporting, and depositing.
9. Coordinate the department's license agreements, including processing, scheduling, invoicing, and interdepartmental approvals.
10. Oversee accurate onboarding and tracking of staff and interns; assisting with HR processes such as attendance, time-off approvals, and personnel file maintenance.
11. Respond to internal and external inquiries about departmental finances, events, and permits with professionalism and a solutions-focused approach.
12. Assist the Director in the preparation of financial documentation for the City Council, Boards, and other public meetings as required.
13. Provide fiscal support to grantees, such as monitoring budgets and spending to confirm funds are used appropriately, prepare financial reports, update yearly contracts, process budget amendments, etc.
14. Perform related duties as assigned to ensure the financial and operational health of the department.

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 City of New Bedford and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

Financial & Grant Management	Budget Planning & Forecasting	Thoroughness & Attention to Detail
Communication Proficiency	Customer Service	Organizational Skills
Public Speaking	Expert Reporting	Budget Management

Special Requirements

- Subject to Mandatory CORI (Criminal Offender Record Investigation)

Education and Experience

- Bachelor's degree preferred or higher in Accounting, Business Administration, Public Administration, or related field. Two (2) years of administrative, professional, or relevant experience.
- Three (3) or more years of direct experience in financial administration, budget management, and payroll—preferably in a public, nonprofit, or grant-funded setting.
- Strong knowledge of municipal finance systems (MUNIS or similar) and compliance expectations.
- Any equivalent combination of education and experience.

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Required Skills and Abilities

- Strong knowledge of municipal budgeting, accounting, and procurement policies and procedures
 - *Mass Certified Public Purchasing Official Program (MCPPO) certification is a plus.*
- Proficiency in financial software (MUNIS or similar), Microsoft Office (Excel, Word, Outlook), and databases
- Proven experience with grant financial tracking and reporting, including state and federal funding
- Excellent written and verbal communication skills, including public speaking and documentation

Tools and Equipment Used

Office equipment and computers utilizing MS Word, Excel, Publisher and PowerPoint.

Work Environment

Work is primarily performed in an office setting, with regular interaction with city staff, the public, vendors, and program partners. The environment can be fast paced, especially during peak programming seasons and budget cycles. Occasional visits to facilities and event locations are expected. The **Finance & Operations Manager** is expected to operate in an environment where errors can be costly.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures 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.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Hours

This is a full-time exempt position with a typical 40 hours per week, Monday–Friday. May require occasional evening or weekend hours to support events, board meetings, or critical departmental deadlines.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

Compensation for Unit C (Management) Positions

All management positions are eligible for an annual salary (“Step”) increase, contingent on satisfactory job performance and budgetary approval. Step increases are awarded upon the first anniversary of an employee’s initial hiring and each year thereafter for the next eleven years of employment. The amount of the annual Step increase varies from 3.50% -

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5.00% of the employee's prior year salary. The above position offers a starting salary of \$78,718 in Year/Step 1, and a maximum salary of \$122,629 in Year/Step 12.

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