



# Accounting Coordinator

Town of Portland, CT (EOE)

35 hours per week

**Deadline: January 31, 2019**

This is a responsible accounting position that requires maintaining a complete set of all financial ledgers for all funds. The work requires good knowledge, skill and ability in municipal accounting. Works under the supervision of the Finance Director.

## Sample Duties:

- Maintains general ledgers and subsidiary ledgers; prepares journal entries (including interfunding), posts journal entries through the Town's computer systems. Prepares monthly trial balance.
- Maintains bank accounts, moves money to investment accounts and deposits monies received from all departments except tax collector's; reconciles bank statements by inputting data into a computerized financial management system.
- Reconciles School Lunch Fund and Board of Education Grants Funds to Board of Education records.
- Purchasing agent for the majority of office supplies.
- Sets up users on financial management system and monitors.
- Assists the Finance Director.

Qualifications: Associate's degree in accounting, plus 2 years of progressively responsible bookkeeping or accounting record keeping experience involving the use of a computer (applications such as MS Word and Excel), or an equivalent combination of education and qualifying experience.

Workweek is 35 hours, flexible hours: work until 7PM Tuesday, off at noon on Friday; starting salary \$48,559; MEUI Clerical union position; full benefits package.

**Send application & resume to:**

***First Selectwoman's Office, P.O. Box 71, Portland, CT 06480-0071***