

CITY OF SHELTON JOB POSTING 5222018
FINANCE DEPARTMENT
JOB TITLE: ACCOUNTING CLERK (PART TIME)

NATURE OF WORK: This is a part time accounting office position involving the performance of a variety of bookkeeping and clerical functions in support of the Accounting Department. Duties include preparing and balancing deposits, processing bills for payment, sorting incoming mail, assisting with bank reconciliations and other assorted accounting functions. This work requires that the individual have good knowledge, skill and ability in accounts payable/receivable functions as well as strong computer skills. The employee is expected to develop data through analysis and be able to apply established rules and regulations.

EDUCATION, EXPERIENCE AND TRAINING: Graduation from high school or the equivalent, plus two (2) years of progressively responsible bookkeeping and clerical work. Prior experience working in a bookkeeping/accounting environment is preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of bookkeeping principles and practices. Good skill in mathematical computations. A demonstrated proficiency in math and personal computer usage. Considerable ability to maintain financial records of some complexity and to prepare clerical and financial forms and reports. Considerable ability to establish and maintain effective working relationships with superiors, administration, associates, vendors and the general public. Ability to prioritize work as directed and to work both individually and also as a team member as the situation warrants. Knowledge and ability to use a variety of standard office machines. Skill in operating a computer, data entry (Microsoft Office Software), calculator, copy machine and other office equipment. Ability to acquire proficiency in the use of computer programs and software used in the city Finance Office. Ability to make work decisions in accordance with the rules, regulations and departmental policies and procedures. Demonstrated ability to type with speed and accuracy.

The Accounting Clerk Job Description is attached, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the job posting bulletin board located at the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

PROBATIONARY PERIOD: The successful candidate shall be subject to a six (6) month probationary period.

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 p.m. Friday, June 22, 2018**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF

CITY OF SHELTON

FINANCE DEPARTMENT

JOB DESCRIPTION

TITLE: ACCOUNTING CLERK (PART TIME)

GENERAL DESCRIPTION:

This is a part time Accounting Office position involving the performance of a variety of bookkeeping and clerical functions in support of the Accounting Department.

Duties include preparing and balancing deposits, processing bills for payment, sorting incoming mail, assisting with bank reconciliations and other assorted accounting functions. This work requires that the individual have good knowledge, skill and ability in accounts payable/receivable functions as well as strong computer skills. The employee is expected to develop data through analysis and be able to apply established rules and regulations.

SUPERVISION RECEIVED:

Works under the supervision of the Assistant Director of Finance and the Finance Director.

EXAMPLES OF DUTIES:

- Prepares and makes deposits of monies received from various departments.
- Inputs cancelled checks to balance with bank statements and assists in bank reconciliations.
- Assists in preparing invoices for payment and accounts payable check runs.
- Performs a variety of routine office duties such as filing, sorting department mail, and serves as an information clerk, directing callers to proper persons and providing information regarding the functions and operations of the department.
- Performs related work as may be required and as may be assigned by the Assistant Finance Director or Finance Director

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of bookkeeping principles and practices.
- Good skill in mathematical computations.
- Considerable ability to maintain financial records of some complexity and to prepare clerical and financial forms and reports.
- Considerable ability to establish and maintain effective working relationships with superiors, administration, superiors, associates, vendors and the general public.
- Able to prioritize work as directed and to work both individually and also as a team member as the situation warrants.
- Skill in operating a computer, data entry (Microsoft Office Software), calculator, copy machine and other office equipment. Must possess competent skills in Microsoft Excel, Word and Access programs.

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JOB DESCRIPTION

TITLE: ACCOUNTING CLERK (PART TIME)

- Ability to acquire proficiency in use of computer programs and software used in the City Finance office.
- A demonstrated proficiency in math and personal computer usage.
- Ability to make work decisions in accordance with the rules, regulations and departmental policies and procedures.
- Demonstrated ability to type with speed and accuracy.
- Knowledge and ability to use a variety of standard office machines.
- Prior experience working in a bookkeeping/accounting environment is preferred.

QUALIFICATIONS:

Graduation from high school or the equivalent, plus two (2) years of progressively responsible bookkeeping and clerical work.

PART TIME POSITION:

This is a part time position and is subject to City's Personnel policies, rules and regulations as they may hereafter be amended.

PROBATIONARY PERIOD:

The successful applicant shall be subject to a six (6) month probationary period.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.