



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

IDIS/FINANCE SPECIALIST

Salary: \$59,722.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email the supplied application, resume and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission Office/Human Resources Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, May 25, 2018.

GENERAL STATEMENT OF DUTIES:

The IDIS/Finance Specialist manages all aspects of the federal Integrated Disbursement and Information System on behalf of the Department of Housing and Community Development. This position is responsible for all aspects of project and fiscal IDIS data and interfaces with automated Information Technology applications for accounting, purchasing, cash management and other financial Systems and reports (including federal reports).

ESSENTIAL FUNCTIONS:

The IDIS/Finance Specialist collects, disburses, accounts for and manages all IDIS activities as guided by Sound accounting principles, internal control practices and applicable federal and state laws and regulations, local ordinances and administrative policies. Designs proposed new systems or improves established methods. Coordinates IDIS reports, budget, financial affairs for bookkeeping financial transactions and accounting data with the Office of Policy and Management as required by the City of Bridgeport. Responsible for input and maintenance of project set up and reimbursement information on the federal IDIS and other similar systems Performs related duties as assigned by management.

SPECIFIC FUNCTIONS:

- Acts as the City's liaison for the federal IDIS and other financial systems, sets up and maintains all project and reimbursement information on all Such systems.
- Works in cooperation with the planning effort to prepare, review and submit grant applications including CDBG, HOME, ESG, HOPWA and others as assigned.
- Serves as the Department's liaison to the Office of Policy and Management and others as assigned by management.
- Monitors and analyzes departmental operations, including IDIS information, to ensure compliance with the City's financial and purchasing systems.
- Maintains budget cost control Schedule by expense categories for each project or program.
- Maintains complete contract systems.
- Provides monthly states of IDIS and fiscal status for all programs and projects.
- Review results of IDIS and fiscal status and contracts with the department to project performance.
- Advises staff on IDIS/contracts/budget/funds available for reprogramming.

- Assists in the preparation of capital expense budgets when necessary.
- Prepares monthly statements of IDIS and fiscal status for all programs/projects.

QUALIFICATIONS:

Graduate of an accredited college with a Bachelor's Degree in Business Administration, Accounting or Finance 3-5 or more years of professional related experience in the areas of accounting, budgeting, tax administration, purchasing, information Systems, cash management or financial management Experience with related experience for federal agencies and/or programs. Or, any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

This is the application for the IDIS/Financial Specialist position only.

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Resume
3. Contact information of three (3) professional references

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully.

Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.

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CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive/Seasonal Employment Application

Position Applied for	IDIS/Financial Specialist	Date	
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APPLICANT INFORMATION

Last Name		First Name		M.I.	
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		

EDUCATION

High School				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT						
Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE				
Signature			Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____